TAKE A BREAK WARWICKSHIRE LIMITED

England & Wales · Charity number 1086774

Details

Status	Registered
Legal form	Charitable company
Company number	04075624
Registered	2001-05-25
Register	View on the Charity Commission register

Contact

Address	Take a Break Warwickshire 343 Bedworth Road Longford Coventry CV6 6BN
Phone	02476644909
Email	info@tabw.org.uk
Website	www.tabw.org.uk

Activities

Objects: THE PROVISION OF RESPITE CARE FOR CHILDREN AND ADULTS WHO ARE EITHER DISABLED OF LIFE THREATENED.

Activities: The provision of respite care for children and adults who are either disabled or life threatened

Classification

- **How:** Provides Human Resources, Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Children/young People, People With Disabilities

Downloaded from opencharities.uk/ew/1086774

Geography

- Coventry City
- Solihull
- Warwickshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,645,640	£1,662,342	£773,237	93
2024-03-31	£1,498,297	£1,367,332	£789,939	75
2023-03-31	£1,254,764	£1,087,342	£658,974	75
2022-03-31	£1,174,323	£1,097,173	£491,552	77
2021-03-31	£1,303,688	£1,316,048	£414,402	114

Trustees

Name	Role	Appointed
LAURA MAY SWANBOROUGH BA		
Lesley Hines		
Robert Evans		2022-08-17
Teresa Sargent		2020-12-21

Downloaded from opencharities.uk/ew/1086774

TAKE A BREAK WARWICKSHIRE LIMITED

England & Wales - Charity number 1086774

Accounts

Charity registration number 1086774 (England and Wales)

Company registration number 04075624

TAKE A BREAK WARWICKSHIRE LIMITED

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

TAKE A BREAK WARWICKSHIRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Vanessa Gaskin Lesley Hines Laura Swanborough Teresa Sargent Robert Evans
Secretary	Samantha Tysoe
Charity number (England and Wales)	1086774
Company number	04075624
Registered office	Phoenix House 343 Bedworth Road Longford Coventry CV6 6BN
Auditor	Sumer Auditco Limited Acre House 11-15 William Road London NW1 3ER

TAKE A BREAK WARWICKSHIRE LIMITED

CONTENTS

	Page
Chair of Trustees Report	1 - 2
Trustees' report	3 - 11
Statement of trustees' responsibilities	12
Independent auditor's report	13 - 15
Statement of financial activities	16
Balance sheet	17
Statement of cash flows	18
Notes to the financial statements	19 - 28

TAKE A BREAK WARWICKSHIRE LIMITED

CHAIR OF TRUSTEES REPORT

FOR THE YEAR ENDED 31 MARCH 2025

I am delighted to present my report for the year 2024/25. An opportunity to reflect on the continuing progress and developments we have made in 2024/25 and to highlight some of the key achievements Take-a-Break has delivered for our customers.

Building on the steady progress of the last few years this year has been a year for exceptional growth and development-delivering more and better services as outlined below in the Annual Report. Congratulations to all of our Team who have helped to deliver this fantastic achievement. The real key to delivering the high quality services which our Customers want need and value is to ensure that we listen to ,learn from and involve our customers in the design and delivery of services.

I believe that as an organisation we have taken further significant strides forward in involving our customers in the design and delivery of our services. we have changed the way we involve and consult our customers and as a result our services continue to evolve and improve, reflecting much more the needs and wants of our clients.

True coproduction is a way off but we are committed to ensuring that we involve and engage all of our clients in the running and delivery of our services-more to do yes but we have made huge strides this year on this particular Journey .Of particular note is the work that has continued apace with our Adult Customer Representative group-they have continued to attend our board meetings, giving freely of their views and suggestions and helping us to improve and shape the service we offer at TABLO. We cannot move the service forward without their involvement and I thank them for their support. Our next step on this journey towards real coproduction will be to support a member of this group becoming a full trustee on the Board and to develop a coherent plan to ensure that there is full engagement and involvement of the whole of our customer base.

Whilst the main story of 2024/25 has been the remarkable growth of the service it has been achieved disappointingly at some financial cost and I have to report that following a number of years of financial stability and increased surpluses of Income in the year 2024/25 the Organisation made a deficit of just over £16,000.This was mainly down to increased staffing costs-clearly this is not a sustainable position going forward and we have taken steps to improve our control and planning of our staffing resources which is bearing fruit and I am confident in predicting that we will return in 2025/26 to achieving the healthy surplus which is needed going forward to sustain and develop the high quality and innovative services we provide for our customers.

Here at Take-A-Break we realise that the success of our story is based on two things:
Firstly the real involvement of our customers but secondly on the strength of our Staff. Without the outstanding high quality staff we are fortunate to have we most definitely would not be able to deliver the amazing services we do. Our commitment to our staff remains constant and recognising the importance of retaining and recruiting our high quality staff we are committed to ensuring that we have the ability to keep paying staff above minimum wage levels and offering pay awards that mean we remain competitive in the local employment market. The Staff Reward and Recognition evening has now become a permanent fixture in the calendar and we held our Third annual event - again at the Griff and Coton club in Nuneaton.

I was delighted to be able to present awards to some fantastic staff and teams on the evening and I was particularly struck by the sheer enthusiasm, commitment, professionalism and quality of the staff we have at Take-a-Break. The evening once again proved to be a huge success and as always I enjoyed the opportunity to recognise and celebrate the outstanding achievements of our staff who work tirelessly to ensure the customers at Take-a-Break receive the best possible service.

Once again it was truly humbling to meet so many staff, to hear of their successes and to hear in their own words and indeed in the words of our customers just what outstanding work they are doing. A huge thank you to each and every one of you for the outstanding work you are doing. Without you and the work you are doing there would be no Take-a-Break.

Another event which has become a permanent fixture the calendar is the Production performed by our TABLO group at the Abbey Theatre in Nuneaton. This is a really joyous evening and it is truly inspiring to watch both the customers and staff working hard to produce and deliver what is always a highly professional and entertaining show -this year's event being no exception. To see the growth in confidence and abilities and sheer exuberance and pride of all those taking part is a real inspiration. To me this show is what Take-a-Break is all about promoting, encouraging and supporting our clients to be the best versions of themselves and proving that with the right support and encouragement there is nothing they can't achieve.

TAKE A BREAK WARWICKSHIRE LIMITED

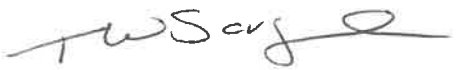
CHAIR OF TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

As always I would like to thank the Trustees for all their hard work and support. It is vital for strong governance to have a committed board of trustees who will challenge where necessary but be supportive and help drive the strategy of the organisation-Thank you.

I know that coupled with the support of the Board and the Adult Customer representative Group the Governance of the organisation is in safe hands.

I look forward to another successful year in 2025/26 when I know we will deliver more and better services, invest in our staff, return to a financial surplus and continue to deliver the high quality innovative services that Take-a-Break are renowned for.



Teresa Sargent
Chair

Date: 8 December 2025

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their annual report and financial statements for the year ended 31 March 2025.

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulation 2013 is not required.

Objectives and activities
The company's charitable objectives are:

The provision of respite care for children and adults who are either disabled or life threatened.

The year 2024/2025 at Take-a-Break has been a period of remarkable growth. Customer numbers rose by 17.7%, alongside a 70% increase in new referrals and a 5.6% rise in annual service hours. Despite the surge in referrals, the balance between children's and adult services has remained steady.

This year, we focused on strengthening our vision and refining our strategy to better meet the evolving needs of our customers. By listening to feedback, understanding our customers' journeys, and implementing meaningful improvements, we have laid the foundation for a stronger, more connected future. As we look ahead, we are excited to build on these achievements and continue supporting and empowering our customers.

Specifically, we have aimed to:

- Provide a diverse range of local, community-based short break group activities, ensuring customers have access to meaningful and enjoyable experiences within their local area.
- Promote community participation and inclusion by supporting customers to engage with local facilities, events, and activities through collaborative work with community centres and leisure providers.
- Expand customer choice and flexibility, offering a variety of service options tailored to individual needs and preferences.
- Deliver excellent person-centred care and support, enabling customers to thrive while offering high-quality, reliable short breaks for parents and carers.

Our overall objective is outlined in the Charity's governing document.

Take-a-Break's mission statement reads: Take-a-Break provides community-based short breaks for people with disabilities and children with life-threatening illnesses living in Warwickshire. This support enables people to live their lives to their full potential, gain skills, and confidently move towards independence.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

Public benefit
The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)".

Achievements and performance

Significant activities and achievements against objectives

Our Services:

Who we are

Take-a-Break Warwickshire provides community-based short breaks for children and young adults with disabilities or life-threatening illnesses, as well as adults with learning disabilities.

Our support helps individuals live life to their full potential, gain valuable skills, and move towards independence with confidence.

About us

We are a grassroots charity that has been in operation for over twenty-nine years, our purpose is to support children and adults with disabilities, from birth to sixty five, including customers with complex support and health needs.

All of our services are tailored to each individual's requirements, ensuring they are co-produced and provide opportunities for individual growth, interests and personal achievement, allowing each individual to reach their full potential.

What we do

We provide support through our local community-based services, which are based in local community centres, as well as our overnight short break programme. Our typical activity programs include specialist sensory groups, targeted activity groups, as well as arts and physical activities that encourage participation and engagement.

We also offer adult services, such as TABLO, the Take-a-Break Life Opportunities programme, which offers specific site-based activities, a community hub, and individual support, as well as volunteering and work placement opportunities.

Service Hours and Delivery

The overall number of customers accessing services increased by 17.7%, with a gain of 42 customers, along with an overall 70% increase in new referrals and a 5.6% increase in annual service hours.

Date	Annual Hours	No. of customers
31/03/2025	84,333	279
31/03/2024	80,020	237
31/03/2023	70,994	243
31/03/2022	66,861	255

During 2024/25, Take-a-Break delivered a total of 84,333 service hours, representing a 4,313-hour increase compared to 2023/24. The majority of support continued to be provided through TAB group activities, which accounted for 88% of all service delivery, reflecting a 6% increase on the previous year.

Individual community support represented 8% of total hours, showing a 12% reduction compared to 2023/24. This decrease is balanced by the continued growth in group-based and community-based hub activities.

There was notable growth in both trips and additional activities (up 31%) and overnight breaks (up 54%), demonstrating the organisation's commitment to offering diverse, enriching experiences for customers.

Overall, the data reflects a strong year of expansion and service enhancement, with increased opportunities for social engagement, community participation, and short breaks contributing to positive outcomes for our customers and their families.

OVERALL SERVICE DELIVERY:			
Individual community service	6,448.00	**8%**	
Support in TAB groups	74,016.00	**88%**	
Trips & additional activities	1,097.00	**1%**	
overnight breaks	2,772.00	**3%**	
Total service hours	**84,333.00**	**100.00%**	
YEAR END COMPARISIONS	**24/25**	**23/24**	**Variance**
Individual community service	6,448.00	7,287.00	-839
Support in TAB groups	74,016.00	70,098.00	3,918.00
Trips & additional activities	1,097.00	839	258
overnight breaks	2,772.00	1,796.00	976
Total service hours	**84,333.00**	**80,020.00**	4,313.00

Our performance overview

17.7% Increase in customer overall customer numbers

70% Increase in new referrals

5.6% Increase in group service hours

12% Reduction in individual support

13.5% Increase in service hours to budget

30.8% Increase in trips and activities

54.3% Increase in Overnight Short Breaks

Our customer success stories

Transitions and Joint Working Highlights

Over the past year, our Children's and Adult Services in Nuneaton have worked closely together to support many young people moving into adulthood. This joint approach has provided smooth, person-centred planning, allowing young people to continue receiving consistent support during what can be a challenging time. Our staff have worked across both sites to help young people understand and manage their move into a new setting, introduce new staff, and build new friendships and establish routines.

Families and young people have responded very positively, highlighting the benefits of the new hub service, which offers a wider range of activities, overnight short breaks, and more opportunities for support. This collaboration shows our commitment to providing continuity of care and making sure every young person experiences a smooth and supported transition. We have also seen many existing customers receive increased services, with data showing the TABLO Adult Service's excellent response to these changes.

Our Adult Service Highlights

As part of our annual quality audit, we received feedback from 28 out of 68 customers attending our Adult Service based n Nuneaton. Overall, responses were very positive, with customers reporting that they feel ***safe, valued***, and ***heard***.

When asked what they enjoy most about the service, customers highlighted a wide range of activities and experiences:

- Working on their health and going to the gym
- Offsite trips and overnight holidays
- Participating in shows and TABLO awards
- Planning their own support
- Making friends with people from other areas
- Representative comments included:
- "I can't pick just one best thing, everything is brilliant."
- "Butlins was a blast, I loved it."
- "This summer was great because we had all the staff we needed."

Many customers praised the staff for being supportive, friendly, and professional, sharing comments such as:

- "All the staff are amazing, old and new"
- "Fun and friendly staff team"
- "Laura supports me with my mental health"
- "Beth helps me stay focused"
- "Joe makes me happy"
- "Sam is funny, we have banter"
- "Karen really is a lovely lady"
- "The staff team are all amazing and brilliant"
- "The best staff team at TAB"

Customers also offered constructive suggestions, which will help guide future service development:

- More overnight stays and trips
- More activities with people from other areas
- Opportunities to mix rather than stay in separate rooms
- Enhancements to simple meals
- Positive feedback on the new TABLO Plan

Feedback demonstrates that our Adult Service continues to deliver person-centred, engaging, and enjoyable services that support wellbeing, independence, and social inclusion. It also highlights areas for growth, ensuring future services remain responsive to customer needs and aspirations.

Our Children's Services Highlights

Nuneaton & Bedworth Children's Service saw the largest area of expansion across the organisation over the year, were we successfully welcomed many new customers and families, with a strong focus on settling them into the service.

Customer Feedback. Out of 48 customers, feedback was received from 22 children and young people. Overall, responses were positive.

Favourite Activities & Experiences

- "Going on trips"
- "Cooking and baking"
- "Doing my makeup and nails"
- "Having movie days"
- "Going to the park"
- "Spending time with my friends"

Staff comments, included:

- "Amy is my favourite"
- "I like Megan; she is nice to me"
- 'James is great; he plays the Switch with us"

Suggestions for Improvements

- More offsite trips (cinema, bowling)
- Swimming sessions
- Additional cooking sessions
- Families expressed interest in expanding the overnight short breaks programme

Summary:

Feedback demonstrates that children and young people look forward to attending TAB, enjoy the activities, and value the time spent with friends. The team continues to deliver high-quality, person-centred support, fostering confidence, social skills, and wellbeing, while successfully managing significant growth in new customers and families.

Financial review

Income and expenditure

To sustain the successes of last year we formally included a 10% growth target within the budget and focused on increasing capacity across our existing activity programme. With this commitment service hour income exceeded budget by 13.5% through new referrals and increases in hours for existing customers. We also invested funds for the first time with CCLA (Charitable Capital Limited) to maximise reserve funding and strengthen our financial position.

The staffing budget was inclusive of increases to the National Minimum Wage rates and maintaining pay rates 2.4% above, of delivering increased service hours to meet the growth target and ongoing staff recruitment; however staffing expenditure exceeded budget by 16%. Higher care needs of new referrals, redeploying staff across geographical areas, increased staff training and the huge variables associated with delivering customer hours flexibly have significantly impacted staffing expenditure. As a result of these challenges, we ended the year in a deficit position of - £16,702.

We move forward following a full review of services, hourly rates, and staff deployment to provide greater control where possible with targeted recruitment and expansion. Our focus remains on increasing capacity to meet the continued demand for our services and we are confident this is achievable within budget.

Year End Fund Balance

2024/2025 £16,702 deficit

2023/2024 £130,965 surplus

2022/2023 £167,422 surplus

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Reserves policy

The Board of Directors has examined Charity's requirements for reserves in light of the main risks to the organisation, needing reserves to meet reduced income or inability to meet full cost recovery. Take-A-Break has established a policy, which states that the charity should work towards a reserve of six months of unrestricted expenditure. We continue to work towards meeting this level of reserve funding.

Major risks

Risk Factors

The risk register is reviewed annually. External risks include a major reliance on statutory funding which is invoices in arrears. The reserves policy is a key element in the management of financial risk.

Plans for future periods

Our future developments

Strategic Priority 1: Sustainable Growth & Service Development

- Achieve 15% sustainable growth through expanded service capacity and full delivery.
- Increase site-based delivery across all service areas including evenings, weekends, and holiday provision.
- Strengthen referral pathways with local authorities, schools, and colleges.
- Expand adult services across South Warwickshire & Solihull and build community-based programme spaces.
- Increase overnight short break and independent living capacity in line with regulatory standards.
- Continue development of TAB and HAF funded service offered three times annually.

Strategic Priority 2: Workforce Development

- Increase staffing levels by 15% through volunteers, apprenticeships and placements.
- Maintain pay rates above National Minimum Wage with annual inflation review.
- Strengthen leadership and progression opportunities including RP/cover RP roles.
- Deliver structured annual staff training and blended e-learning programmes.
- Enhance staff recognition events and develop organisational accreditation.

Strategic Priority 3: Quality, Risk Management & Customer Outcomes

- Implement organisational risk management improvements and annual review cycle.
- Complete site-based and community-based risk assessments using Nourish.
- Strengthen positive behaviour support, health management, and medication oversight.
- Increase physical and independence-building activities to improve health outcomes.

Strategic Priority 4: Marketing, Visibility & Communication

- Maintain and regularly update the organisation website.
- Increase local social media engagement and promotional content.
- Ensure that public documents are accessible and Easy Read formatted.
- Attend community networking and local providers forms.

Strategic Priority 5: Board Governance & Trustee Development

- Recruit trustees with lived experience to strengthen representation.
- Develop trustee involvement in finance, fundraising, and community consultation.
- Provide structured annual board development programme.

Structure, governance and management

Constitution
The organisation is a charitable company No.4075624 limited by guarantee, incorporated on 21 September 2000 and registered as a charity on 25 May 2001.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company dissolving members are required to contribute an amount not exceeding £10.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:
Vanessa Gaskin
Lesley Hines
Laura Swanborough
Teresa Sargent
Robert Evans

Recruitment and appointment of trustees
The Trustees are Directors for the purpose of company law and charity trustees for the purpose of charity law and under company's articles are known as Board members. Under the requirements of the Memorandum and Articles of Association the members of the Board of Directors are elected at the Annual General Meeting to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

Organisational structure

Structure & Governance

Our approach to governance has been key to another successful year. The Board of Trustees provided leadership and oversight, ensuring the organisation continues to meet its charitable objectives while bringing valuable skills and lived experience to shape services and decisions. Trustees meet monthly and contribute to sub-groups covering finance and audit, fundraising and communications, and parent, carer, and community engagement. Their guidance has supported service expansion, workforce development, stronger partnerships, and improvements in governance and risk management, making their expertise and commitment vital to our success.

The delivery of our services is managed by an experienced leadership and management team. The Senior Management Team comprises the Director, Finance Director, Service Manager, Risk Manager, and Finance Manager, with strategic oversight provided by our Board of Trustees (5 members). We employed 116 staff over the full year.

Direct Service Delivery:

Our Area Leads and Responsible Persons manage frontline services across adult and children's provision, we ended the year:

- 5 staff on salaried contracts
- 6 staff on fixed-hour contracts
- 77 staff on variable-hour contracts

This flexible team structure enables us to respond effectively to changing customer needs, including holiday and weekend programmes and short-break provision.

Our donations and Supporters

We are extremely grateful for the continued and generous support of our many supporters throughout 2024/25. Their commitment has been invaluable in helping us deliver high-quality services. Donations: £1,191 YSA Education, £300 Excel Motors, £571 TAB Events, £60 Lloyds Bank, £35 local community donations. Total £2,157.

Highlights include:

- Contributions from individual donors, local businesses, and community groups
- Support for fundraising events, and voluntary initiatives
- Engagement from parents, carers, and volunteers to ensure services meet local needs

Our Staff

We extend a special thanks to our amazing staff team, whose expertise, passion, and professionalism put our customers at the heart of everything we do.

Impact

The combined efforts of supporters and staff have enabled us to:

- Expand services and increase accessibility for more customers
- Strengthen community partnerships and local engagement
- Maintain a skilled and motivated workforce

We sincerely thank everyone who contributes to our work. Their generosity and commitment are central to our success and the positive impact we create in the communities we serve.

Induction and training of trustees

All trustees receive an individual induction and receive an induction pack which includes the roles and responsibilities of a trustee.

Trustees attend appropriate training events which will enable them to fulfil their role.

Auditor
In accordance with the company's articles, a resolution proposing that Sumer Auditco Limited be reappointed as auditor of the company will be put at a General Meeting.

The trustees' report was approved by the Board of Trustees.

Teresa Sargent
Trustee

8 December 2025

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2025

The trustees, who are also the directors of Take A Break Warwickshire Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TAKE A BREAK WARWICKSHIRE LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF TAKE A BREAK WARWICKSHIRE LIMITED

Opinion

We have audited the financial statements of Take A Break Warwickshire Limited (the 'charitable company') for the year ended 31 March 2025 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice)

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 21 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF TAKE A BREAK WARWICKSHIRE LIMITED

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- Identifying and testing journal entries and the overall accounting records, in particular those that were significant and unusual.
- Reviewing the financial statement disclosures and determining whether accounting policies have been appropriately applied.
- Assessing the extent of compliance, or lack of, with the relevant laws and regulations.
- Testing income, in particular cut-off, for evidence of management bias.
- Confirmed that all bank balances have been reconciled to bank statements as at the year end.
- We considered whether the going concern disclosure in the financial statements gives a full and accurate description of trustees' assessment of going concern.
- We have reviewed employment matters to ensure there is no potential fraud and that the payroll charge in the financial statements agrees to payroll records.
- We have reviewed resources expended to ensure these were in line with the charity's governing document and authorised by a responsible individual.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: https://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF TAKE A BREAK WARWICKSHIRE LIMITED

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Richard Horton

Mr Richard Horton FCCA (Senior Statutory Auditor)
For and on behalf of Sumer Auditco Limited, Statutory Auditor
Chartered Certified Accountants
Acre House
11-15 William Road
London
NW1 3ER
Date: 10 December 2025.

Sumer Auditco Limited is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Income from:			
Donations and legacies	3	2,857	6,884
Charitable activities	4	1,620,705	1,491,413
Investments	5	22,078	-
Total income		1,645,640	1,498,297
Expenditure on:			
Charitable activities	6	1,662,342	1,367,332
Total expenditure		1,662,342	1,367,332
Net income/(expenditure) and movement in funds		(16,702)	130,965
Reconciliation of funds:			
Fund balances at 1 April 2024		789,939	658,974
Fund balances at 31 March 2025		773,237	789,939

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

TAKE A BREAK WARWICKSHIRE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025		2024	
		£	£	£	£
Fixed assets					
Tangible assets	12		17,696		19,444
Current assets					
Debtors	13	242,208		139,421	
Cash at bank and in hand		662,177		749,257	
		904,385		888,678	
Creditors: amounts falling due within one year	14	(148,844)		(118,183)	
Net current assets			755,541		770,495
Total assets less current liabilities			773,237		789,939
The funds of the charitable company					
Unrestricted funds	16		773,237		789,939
			773,237		789,939

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 8 December 2025

Teresa Sargent
Trustee

Company registration number 04075624 (England and Wales)

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	19		(106,596)		144,859
Investing activities					
Purchase of tangible fixed assets		(2,562)		(11,648)	
Investment income received		22,078		-	
Net cash generated from/(used in) investing activities			19,516		(11,648)
Net cash generated from financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(87,080)		133,211
Cash and cash equivalents at beginning of year			749,257		616,046
Cash and cash equivalents at end of year			662,177		749,257

1 Accounting policies

Charity information

Take A Break Warwickshire Limited is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

1.1 Basis of preparation

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charitable company.

1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1 Accounting policies **(Continued)**

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Costs of generating funds are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in the support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management.

Cost of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	20% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1 Accounting policies **(Continued)**

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

As a registered charity, Take A Break Warwickshire is exempt from income and corporation tax to the extent that its income and gains are applicable to charity purposes only. Value added tax is not fully recoverable by the company and is therefore included in the relevant costs in the statement of financial activities.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

For the year ended 31 March 2025, management has assessed that there are no critical accounting judgments or key sources of estimation uncertainty that have a significant risk of resulting in a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

3 Income from donations and legacies

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Donations and gifts	2,157	3,884
Grants	700	3,000
	2,857	6,884
Grants		
WCC Councillor Grant - Rugby	350	-
WCC Councillor Grant - Warwick	350	-
Carers Trust Grant	-	3,000
	700	3,000

4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Unrestricted		
Charitable trading	1,620,705	1,491,413

5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	22,078	-

6 Expenditure on charitable activities

	Direct Charitable Expenditure 2025 £	Indirect Charitable Expenditure 2025 £	Total 2025 £	Direct Charitable Expenditure 2024 £	Indirect Charitable Expenditure 2024 £	Total 2024 £
Direct costs						
Staff costs	938,225	253,226	1,191,451	696,993	224,765	921,758
Depreciation and impairment	-	4,310	4,310	-	3,844	3,844
Rent and utilities	-	50,715	50,715	-	50,819	50,819
Insurance	-	9,497	9,497	-	8,872	8,872
Equipment	39,028	-	39,028	44,793	-	44,793
Printing, stationary and postage	-	4,005	4,005	-	7,616	7,616
Room hire	184,833	-	184,833	163,437	-	163,437
Travel	60,839	-	60,839	47,461	4,849	52,310
Bad debts	-	2	2	-	233	233
Telephone	-	9,893	9,893	-	8,442	8,442
Repairs and maintenance	-	4,699	4,699	-	8,047	8,047
General expenses	-	14,293	14,293	-	12,146	12,146
	1,222,925	350,640	1,573,565	952,684	329,633	1,282,317
Share of support and governance costs (see note 7)						
Support	-	44,281	44,281	-	42,154	42,154
Governance	-	44,496	44,496	-	42,861	42,861
	1,222,925	439,417	1,662,342	952,684	414,648	1,367,332
Analysis by fund						
Unrestricted funds	1,222,925	439,417	1,662,342	952,684	414,648	1,367,332

7 Support costs allocated to activities

	2025 £	2024 £
Staff costs	44,281	42,154
Governance costs	44,496	42,861
	88,777	85,015
Analysed between:		
Indirect Charitable Expenditure	88,777	85,015

8 Net movement in funds

The net movement in funds is stated after charging/(crediting):

	2025 £	2024 £
Fees payable for the audit of the charity's financial statements	7,680	7,080
Depreciation of owned tangible fixed assets	4,310	3,844

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

10 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
Office	6	5
Sessional	87	70
Total	93	75

Employment costs	2025 £	2024 £
Wages and salaries	1,147,639	892,958
Social security costs	66,994	52,216
Other pension costs	21,099	18,738
	1,235,732	963,912

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2025 Number	2024 Number
£60,001 to £70,000	-	1
£70,001 to £80,000	2	1

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2025 £	2024 £
Aggregate compensation	75,469	71,824

10 Employees (Continued)

The aggregate compensation disclosed includes gross salaries and wages, employer National Insurance contributions, and employer pension contributions.

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 April 2024	58,228
Additions	2,562
At 31 March 2025	60,790
Depreciation and impairment	
At 1 April 2024	38,784
Depreciation charged in the year	4,310
At 31 March 2025	43,094
Carrying amount	
At 31 March 2025	17,696
At 31 March 2024	19,444

13 Debtors

	2025	2024
Amounts falling due within one year:	£	£
Trade debtors	82,107	13,405
Accrued income	148,724	110,770
Prepayments	11,377	15,246
	242,208	139,421

14 Creditors: amounts falling due within one year

	2025	2024
	£	£
Other taxation and social security	13,195	15,416
Trade creditors	11,079	12,303
Accruals and deferred income	124,570	90,464
	148,844	118,183

15 Retirement benefit schemes

Defined contribution schemes	2025 £	2024 £
Charge to profit or loss in respect of defined contribution schemes	21,099	18,738

The charitable company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charitable company in an independently administered fund.

16 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
General funds	789,939	1,645,640	(1,662,342)	773,237

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
General funds	658,974	1,498,297	(1,367,332)	789,939

17 Operating lease commitments

Lessee
At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025 £	2024 £
Within one year	38,149	36,157
Between two and five years	59,165	89,035
	97,314	125,192

18 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

19	Cash (absorbed by)/generated from operations	2025 £	2024 £
	(Deficit)/surplus for the year	(16,702)	130,965
	Adjustments for:		
	Investment income recognised in statement of financial activities	(22,078)	-
	Depreciation and impairment of tangible fixed assets	4,310	3,844
	Movements in working capital:		
	(Increase) in debtors	(102,787)	(24,139)
	Increase in creditors	30,661	34,189
	Cash (absorbed by)/generated from operations	(106,596)	144,859

20 Analysis of changes in net funds

The charitable company had no material debt during the year.

21 Non-audit services provided by auditor

In common with many businesses of our size and nature we use our auditor to assist with the preparation of the financial statements.

TAKE A BREAK WARWICKSHIRE LIMITED

England & Wales - Charity number 1086774

Accounts

Charity registration number 1086774 (England and Wales)

Company registration number 04075624

TAKE A BREAK WARWICKSHIRE LIMITED

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

TAKE A BREAK WARWICKSHIRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Vanessa Gaskin Lesley Hines Laura Swanborough Teresa Sargent Robert Evans
Secretary	Samantha Tysoe
Charity number (England and Wales)	1086774
Company number	04075624
Registered office	Phoenix House 343 Bedworth Road Longford Coventry CV6 6BN
Auditor	Sumer Auditco Limited The Beehive Beehive Ring Road London Gatwick Airport Gatwick United Kingdom RH6 0PA

TAKE A BREAK WARWICKSHIRE LIMITED

CONTENTS

	Page
Chairman's statement	1
Trustees' report	2 - 8
Statement of trustees' responsibilities	9
Independent auditor's report	10 - 12
Statement of financial activities	13
Balance sheet	14
Statement of cash flows	15
Notes to the financial statements	16 - 24

TAKE A BREAK WARWICKSHIRE LIMITED

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2024

I am delighted to once again have the opportunity to present my report as chair of Take-a-Break Warwickshire. It gives me the opportunity to reflect on the continuing progress and developments we have made in 2023/24 and to highlight some of the key achievements the organisation has once again delivered.

After a few difficult years for Take-a-Break, 2023/24 has been a year for growth and development - delivering more and better services as outlined later in the report and an improved financial position. Congratulations to everyone who helped deliver this fantastic achievement. The real key to delivering the high-quality services that our customers want need, and value is to ensure that we listen to, learn from, and involve our customers in the design and delivery of services. I believe that, as an organisation, we have taken significant strides in involving our customers in the design and delivery of our services. We have changed the way we involve and consult our customers, and as a result, our services are better and more reflect the needs and wants of our clients. Genuine co-production is a way of doing it, but we are committed to involving and engaging all our customers in running and delivering our services. There is more to do, yes, but we have made huge strides this year on this particular journey. Of particular note is the work that has continued pace with our Adult Customer Representative group. They have continued to attend our board meetings, freely giving their views and suggestions and helping us to improve and shape the service we offer at TABLO. We couldn't have moved the service forward without their involvement, and I thank them for their support. Our next step on this journey towards real co-production will be to support a member of this group becoming a full trustee on the Board.

2023/24 has been a year of growth, and coupled with good financial governance, the organisation has built on its strong financial position, with a surplus of £ 130,965 in the year. This underpins the ability of the organisation to deliver significant growth in services and to broaden its offer, including the introduction of a day trip programme and the expansion of our short overnight breaks offer. Here at Take-a-Break, we realise that the success of our story is based on two things:
Firstly the real involvement of our customers and secondly the strength of our staff. Without the outstanding, high-quality staff we are fortunate to have, we most definitely would not be able to deliver the amazing services we do. Our commitment to our staff remains constant, and recognising the importance of retaining and recruiting our high-quality staff, we are committed to ensuring that we have the ability to keep paying staff above minimum wage levels and offering pay awards that mean we remain competitive in the local employment market. Building on the success of last year's first staff Reward and Recognition evening, a second event -bigger and better was held at the Griff and Coton Club in Nuneaton, which once again proved to be a huge success. Again, this is an opportunity to recognise and celebrate the outstanding achievements of our staff, who work tirelessly to ensure the customers at Take-a-Break receive the best possible service. Once again, it was truly humbling to meet so many staff, to hear of their successes and to hear in their own words and indeed in the words of our customers just what outstanding work they are doing. Once again, I would like to take this opportunity to thank each and every one of you for the outstanding work you are doing. Thank You!

I would also like to take this opportunity to thank the Trustees for all their hard work and support. It is vital for strong governance to have a committed board of trustees who will challenge where necessary but be supportive and help drive the organisation's strategy. Thank you.

I know that coupled with the support of the Board and the Adult Customer Representative Group, the organisation's governance is in safe hands. I look forward to another successful year in 2024/2025 when I know we will offer more and better services, invest in our staff, and continue to deliver the high-quality services that Take-A-Break is renowned for.

Teresa Sargent
Chair of Trustees

Date: 9 December 2024

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulation 2013 is not required.

Objectives and activities
The company's charitable objectives are:

The provision of respite care for children and adults who are either disabled or life threatened.

Take A Break offers a wide variety of activities and support for children and young people with a disability or life-threatening illness from birth to 18 years of age.

We also provide support for adults with a learning disability up to age 65.

We aim to provide a wide range of activities based on life skills to our customers, all within a safe, friendly and relaxed environment.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

Achievements and performance
Significant activities and achievements against objectives

The year in Review

A Year of Vision, Strategy and Growth

This past year at Take-a-Break has been defined by growth and transformation. We focused on refining our vision and aligning our strategy with the evolving needs of our community. This year, we invested time and resources into listening and responding to feedback, understanding our customers' journeys, and planning improvements that matter.

Reflecting on this year, it is clear that our focus on vision and strategy has laid the foundation for a stronger, more connected future. We look forward to building on our achievements and supporting our community.

Throughout the year, we have actively listened to our customers to gain a deeper understanding of their experiences, challenges, and the critical issues they encounter while accessing our services.
By regularly engaging with customers, families, and staff through representative groups and service-wide quality audits, we have gathered invaluable insights into the real experiences of our customers. This has enabled us to create a significant and meaningful impact.

This annual review is a reflection of what our support and services have meant to individuals, families, our staff team, and our broader community in 2023-2024.

Samantha Tysoe - Director

Measuring our achievements and performance

During 2023-24, we reached 136 children, 107 adults, and 243 parents and carers. We remain committed to achieving better outcomes and positive futures for our children and adults. We have continued to explore gaps in service provision and develop new service models. Our work is life changing for many of our customers and their families, and we are a vital lifeline for families, helping to keep families together and preventing them from entering the formal care system.

Service Figures and Statistics

31/03/2024 80,020 (customers 237)

31/03/2023 70,994 (customers 243)

31/03/2022 66,861 (customers 255)

31/03/2021 44,328 (customers 146)

How we make a difference

About Us

We are a grassroots charity that has been in operation for over twenty-eight years, our purpose is to support children and adults with disabilities, from birth to sixty-five, including customers with complex support and health needs. All of our services are tailored to each individual's requirements, ensuring they are co-produced and provide opportunities for individual growth.

What We Do

We provide support through our local community-based services, which are based in local community centres, as well as our overnight short break programme. Our typical activity programs include specialist sensory groups, targeted activity groups, as well as arts and physical activities that encourage participation and engagement.

We also offer adult services, such as TABLO, the Take-a-Break Life Opportunities programme, which offers specific site-based activities, a community hub, and individual support, as well as volunteering and work placement opportunities.

Beyond Support

In addition to offering direct support, we provide a range of additional free activities that our customers and their families can access together through our charitable activities and donations.

Our Partners

We collaborate with local authorities, healthcare providers, local schools, colleges, and universities to deliver our services and recruit, train, and develop our staff team.

How We're Funded

Local Authorities or Direct Payments directly fund many of our services, while our additional activity programme relies on charitable donations.

Customer success stories

Making connections
The development of our Overnight Short Break Program has allowed us to successfully deliver three overnight stays for our Children's Service. We also organised our first-midweek break for Adult Service customers, who accessed an action packed week at Butlins in Minehead.

This opportunity has brought together customers from Warwickshire and Solihull who would not have otherwise had the chance to meet.

Shaping the future
The program has expanded individual friendship groups, developed shared experiences, and increased support for one another. As a result, two of our young people are planning their services jointly and have shared that they have benefited from knowing they are not alone. This program has enriched their social lives, developed stronger bonds that extend beyond the breaks themselves.

Adult Service Highlights

In April 2023, we proudly launched our TABLO Adult Hub Service, providing our customers with expanded options and increased flexibility to plan and choose their support. Options included the Day Service, our new Community-Based Hub Service, increased Individual Support service (available at home or in the community), the Overnight Short Break Program, and a range of Additional Activity Programs.

The TABLO Hub Adult Service has marked a significant step in providing our customers with meaningful choices and greater independence, allowing them to shape their support in ways that improve their quality of life.

Throughout the year, this personalised approach was welcomed by our customers, as evidenced by the following choices when building their own support plans.

- 22% chose the overnight short break service
- 33% chose to access the activity day trips
- 47% chose to access individual support
- 92% chose to access our group activities

Children's service highlights

We provided one hundred and forty children with access to regular weekly sessions in our Saturday and Sunday groups, as well as specialist holiday activities available seven days a week. In addition, we offered overnight short breaks and a variety of additional trips and activities.

Throughout the year, this personalised approach was welcomed by our customers, as evidenced by the following choices when building their personalised service plan.

- 13% chose the overnight short break service
- 24% chose to access the activity day trips
- 12% chose to access individual support
- 97% chose to access our group activities

During each school holiday period, our support was available seven days a week in our Children's Service.

We offered community support based across seven community centers, working in three local authority area.

A varied range of targeted and specialist group support was available for customers to access aged from 5-19 years.

Our future Developments

Strategic Priority 1

- Plan sustainable 10% growth, identify new business opportunities, and develop collaborative partnership working:
- Increase and maximise our site-based delivery opportunities in each service area, with expanding holiday, weekend provision to all ages in line with OFSTED, CQC guidelines
- Continue to respond to referrals and build on our existing capacity to respond to the local marketplace
- Continue to strengthen and build our adult services in South Warwickshire & Solihull, promoting services within local colleges and schools
- Launch Adult service TABLO Hub from Hatters space from 1st April 24, increasing our community engagement and provide increased places
- Increase the number of overnight short break options to include more specialist and target activities to reflect our customer base
- Increase our Adult Independent living services min line with CQC registration
- Develop TAB and HAF project funded places across all children's service areas, x 3 per year at Easter, Summer and Christmas

Strategic Priority 2

To ensure we continue to prioritise the development of our Workforce and shape our future, ensuring our staff has the right skills, values and diversity, and experience to meet the evolving needs of our customers:

- Issue new staff contracts April 2024, offering increase fixed contracts to support a more structured workforce that can meet the needs of our customers and growing services
- Maintain above national minimal wage rates, and inflationary pay increases to support with staff retention rates
- Support our RP leaders and offer fixed RP roles from April 2024, providing carer progression and continuous development opportunities
- Build on staff reward and recognition events, and look at local and national accreditation programmes, Sunday Times best places to work for 2024
- Increase staffing by 10% , using volunteer/placement/apprenticeship opportunities
- Set staff classroom training dates for 2024/2025 and review the eLearning program to provide a block annual training programme, that provides staff with flexibility

Offer administration volunteer placement opportunities disability confident employer status

Strategic Priority 3

To ensure we remain fit for purpose and develop our Risk Management, focusing on activity planning to improve outcomes for our customers and their families and deliver the highest quality services:

- Hettle Andrews Organisational risk review and 12-month implementation plan
- Complete on-site and community-based review of risk management
- Improve our customer's health & well-being, by reviewing the range of support offered and management of key risk areas including positive behaviours, medication, and health risks
- Promote improvements in customers' health & well-being, develop independence and reduce health inequalities by increasing the range of physical activities within programme

Strategic Priority 4

To successfully market the service to existing and new customers and within the wider market:

- Launch of new TAB website
- Increase social media engagement at local club levels
- Provide documents in an easy read format
- Attend local networking events, CQC registered managers forums

Strategic Priority 5

Board of Trustees:

- Recruit new trustees and specifically target customers and carers with lived experiences to take the lead role as a customer and carer representative to make a meaningful contribution and build stronger links and relationships with our customers and their carers.
- To increase and develop the existing trustee's roles and responsibilities and support with specific activities in finance, social media, parent and carer consultation, and to develop and increase donations and fundraising opportunities.

Financial review

Financial highlights

We maintained a stable financial position with us continuing to build upon the successes of the previous financial year, achieving a year-end surplus of £130,965.

We successfully responded to increased demand for our services and exceeded our 10% growth target for hours delivered. We increased term time and holiday groups, expanded our overnight short breaks offer and introduced an exciting day trip programme, which contributed to an overall 19.4% increase in income.

Total expenditure rose by 25.8%, primarily due to an additional 9,026 hours of service requiring more staffing and resources, and a commitment to pay our staff above minimum wage. Inflationary impacts across expenditures contributed to the increase, with us seeing a significant rise in energy bills.

With unrestricted funds meeting reserve policy, substantial reinvestments in activity resources and equipment were achievable across the organisation, together with strategic expenditure on compliance review, enhancing our provision and strengthening the organisation.

Moving forward we aim to continue this momentum, focus on sustainable growth and preserve our resilient financial position.

Our donations

Donations were increased by 104% in the last financial year with total funds of £3,884.

- £1,665 was received from Headlam, a company based in Coleshill
- £1,110 was raised by a staff charity fun run in Tamworth
- £500 was received from a local dance group based in Nuneaton
- £300 received from Excel Motors based in Coventry

The remaining donations were received from our local communities and have been used to fund our additional activity programme. All donations remain vital for us to be able to provide benefit to our services through additional resources, activity equipment, and experiences, both across our building-based support and community-based sessions.

Going concern

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Reserves policy

The Board of Directors has examined Charity's requirements for reserves in light of the main risks to the organisation, needing reserves to meet reduced income or inability to meet full cost recovery. Take-A-Break has established a policy, which states that the charity should work towards a reserve of six months of unrestricted expenditure. We continue to work towards meeting this level of reserve funding.

Major risks

Risk Factors

The risk register is reviewed annually. External risks include a major reliance on statutory funding which is invoices in arrears. The reserves policy is a key element in the management of financial risk.

Structure, governance and management

Constitution

The organisation is a charitable company No.4075624 limited by guarantee, incorporated on 21 September 2000 and registered as a charity on 25 May 2001.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company dissolving members are required to contribute an amount not exceeding £10.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Vanessa Gaskin
Richard Harris (Retired 11 December 2023)
Lesley Hines
Laura Swanborough
Teresa Sargent
Robert Evans

Recruitment and appointment of trustees

Recruitment and Appointment of Trustees

The Trustees are Directors for the purpose of company law and charity trustees for the purpose of charity law and under company's articles are known as Board members. Under the requirements of the Memorandum and Articles of Association the members of the Board of Directors are elected at the Annual General Meeting to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

Organisational structure

Workforce

Structure and governance

We understand that our approach to governance, which has clear and measurable objectives, has been critical to another successful year. Throughout the year, we have worked hard to embed robust governance practices into our day-to-day operations, connecting strategic decision-making and working to meet all standards and regulations.

The Board of Trustees has played a key role in fulfilling the charitable objectives and is dedicated to maintaining high governance standards and consistently improving them. As an organisation, we appreciate their time, commitment, and the valuable expertise they contribute to our Board.

Workforce Profile

The day-to-day operations of our services are overseen by the senior management team, Director, finance director, service manager, risk manager and finance manager, with guidance and support from a Board of Trustees (5 members).

As of March 2024, we employed 82 staff. A team of Area Leads and Responsible Persons, including, manages the direct service delivery:

- Adult Services (TABLO): 2 full-time posts and 6 part-time posts
- Children's Services (building-based support): 5 full-time posts and 16 part-time posts
- Our sessional staffing team comprises of 7 staff on fixed hour contracts and 65 on variable hour contracts.

Induction and training of trustees

Directors' Induction and Training

All trustees receive an individual induction with the Director of the organisation and receive an induction pack which includes the roles and responsibilities of a trustee.

Trustees attend appropriate training events which will enable them to fulfil their role.

Auditor

In accordance with the company's articles, a resolution proposing that Sumer Auditco Limited be reappointed as auditor of the company will be put at a General Meeting.

The trustees' report was approved by the Board of Trustees.

Teresa Sargent
Trustee

9 December 2024

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2024

The trustees, who are also the directors of Take A Break Warwickshire Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TAKE A BREAK WARWICKSHIRE LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF TAKE A BREAK WARWICKSHIRE LIMITED

Opinion

We have audited the financial statements of Take A Break Warwickshire Limited (the 'charitable company') for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice)

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 19 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- Identifying and testing journal entries and the overall accounting records, in particular those that were significant and unusual.
- Reviewing the financial statement disclosures and determining whether accounting policies have been appropriately applied.
- Assessing the extent of compliance, or lack of, with the relevant laws and regulations.
- Testing income, in particular cut-off, for evidence of management bias.
- Confirmed that all bank balances have been reconciled to bank statements as at the year end.
- We considered whether the going concern disclosure in the financial statements gives a full and accurate description of trustees' assessment of going concern.
- We have reviewed employment matters to ensure there is no potential fraud and that the payroll charge in the financial statements agrees to payroll records.
- We have reviewed resources expended to ensure these were in line with the charity's governing document and authorised by a responsible individual.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: https://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF TAKE A BREAK WARWICKSHIRE LIMITED

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Richard Horton

Mr Richard Alan Horton FCCA (Senior Statutory Auditor)
For and on behalf of Sumer Auditco Limited, Statutory Auditor
Chartered Certified Accountants
The Beehive
Beehive Ring Road
London Gatwick Airport
Gatwick
RH6 0PA
United Kingdom
Date: 10 December 2024

Sumer Auditco Limited is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Income from:			
Donations and legacies	2	6,884	2,600
Charitable activities	3	1,491,413	1,252,164
Total income		1,498,297	1,254,764
Expenditure on:			
Raising funds	6	329,633	326,777
Charitable activities	4	1,037,699	760,565
Total expenditure		1,367,332	1,087,342
Net income and movement in funds		130,965	167,422
Reconciliation of funds:			
Fund balances at 1 April 2023		658,974	491,552
Fund balances at 31 March 2024		789,939	658,974

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

TAKE A BREAK WARWICKSHIRE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	11		19,444		11,640
Current assets					
Debtors	12	139,421		115,282	
Cash at bank and in hand		749,257		616,046	
		888,678		731,328	
Creditors: amounts falling due within one year	13	(118,183)		(83,994)	
Net current assets			770,495		647,334
Total assets less current liabilities			789,939		658,974
The funds of the charitable company					
Unrestricted funds	15		789,939		658,974
			789,939		658,974

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 9 December 2024

Teresa Sargent
Trustee

Company registration number 04075624 (England and Wales)

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	2024 £	2023 £	2023 £
Cash flows from operating activities					
Cash generated from operations	18		144,859		306,255
Investing activities					
Purchase of tangible fixed assets		(11,648)		-	
Net cash used in investing activities			(11,648)		-
Net cash generated from financing activities			-		-
Net increase in cash and cash equivalents			133,211		306,255
Cash and cash equivalents at beginning of year			616,046		309,791
Cash and cash equivalents at end of year			749,257		616,046

1 Accounting policies

Charity information

Take A Break Warwickshire Limited is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charitable company.

1.4 Incoming resources

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1 Accounting policies **(Continued)**

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Costs of generating funds are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in the support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management.

Cost of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	20% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1 Accounting policies **(Continued)**

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

As a registered charity, Take A Break Warwickshire is exempt from income and corporation tax to the extent that its income and gains are applicable to charity purposes only. Value added tax is not fully recoverable by the company and is therefore included in the relevant costs in the statement of financial activities.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Income from donations and legacies

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Donations and gifts	3,884	1,901
Grants	3,000	699
	6,884	2,600
Grants		
Other	3,000	699
	3,000	699

3 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Unrestricted		
Sale of goods	1,491,413	1,252,164

4 Expenditure on charitable activities

	Unrestricted 2024 £	Unrestricted 2023 £
Direct costs		
Staff costs	696,993	499,218
Equipment	44,793	14,969
Room hire	163,437	133,954
Travel	47,461	34,207
	952,684	682,348
Share of support and governance costs (see note 5)		
Support	42,154	40,343
Governance	42,861	37,874
	1,037,699	760,565
Analysis by fund		
Unrestricted funds	1,037,699	760,565

5 Support costs allocated to activities

	2024	2023
	£	£
Staff costs	42,154	40,343
Governance costs	42,861	37,874
	85,015	78,217
Analysed between:		
Unrestricted	85,015	78,217

6 Other Charitable Expenses

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Salary costs	224,765	242,264
Rent and utilities	50,819	44,884
Insurance	8,872	6,860
Staff travel expenses	4,849	7,885
Bad debts	233	(4,134)
Telephone	8,442	7,117
Other expenses	27,809	18,991
Depreciation and impairment	3,844	2,910
	329,633	326,777

7 Net movement in funds

	2024	2023
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the audit of the charity's financial statements	7,698	6,660
Depreciation of owned tangible fixed assets	3,844	2,910

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

10 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Office	5	6
Sessional	70	69
Total	75	75

Employment costs	2024 £	2023 £
Wages and salaries	892,958	719,290
Social security costs	52,216	46,382
Other pension costs	18,738	16,153
	963,912	781,825

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2024 Number	2023 Number
£60,001 to £70,000	1	1

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024 £	2023 £
Aggregate compensation	71,959	-

11 Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 April 2023	46,580
Additions	11,648
At 31 March 2024	58,228
Depreciation and impairment	
At 1 April 2023	34,940
Depreciation charged in the year	3,844
At 31 March 2024	38,784
Carrying amount	
At 31 March 2024	19,444
At 31 March 2023	11,640

12 Debtors

	2024	2023
Amounts falling due within one year:	£	£
Trade debtors	13,405	17,643
Accrued income	110,770	84,109
Prepayments	15,246	13,530
	139,421	115,282

13 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	15,416	-
Trade creditors	12,303	18,957
Other creditors	-	3,000
Accruals and deferred income	90,464	62,037
	118,183	83,994

14 Retirement benefit schemes

	2024	2023
Defined contribution schemes	£	£
Charge to profit or loss in respect of defined contribution schemes	18,738	16,153

14 Retirement benefit schemes **(Continued)**

The charitable company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charitable company in an independently administered fund.

15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
General funds	658,974	1,498,297	(1,367,332)	789,939

Previous year:	At 1 April 2022	Incoming resources	Resources expended	At 31 March 2023
	£	£	£	£
General funds	491,552	1,254,764	(1,087,342)	658,974

16 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024	2023
	£	£
Within one year	36,159	38,104
Between two and five years	54,234	125,192
	90,393	163,296

17 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024	2023
	£	£
Aggregate compensation	71,959	-

18 Cash generated from operations

	2024	2023
	£	£
Surplus for the year	130,965	167,422
Adjustments for:		
Depreciation and impairment of tangible fixed assets	3,844	2,910
Movements in working capital:		
(Increase)/decrease in debtors	(24,139)	113,473
Increase in creditors	34,189	22,450
Cash generated from operations	144,859	306,255

19 Non-audit services provided by auditor

In common with many businesses of our size and nature we use our auditor to assist with the preparation of the financial statements.

TAKE A BREAK WARWICKSHIRE LIMITED

England & Wales - Charity number 1086774

Accounts

Charity registration number 1086774

Company registration number 04075624 (England and Wales)

TAKE A BREAK WARWICKSHIRE LIMITED

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

TAKE A BREAK WARWICKSHIRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Vanessa Gaskin Richard Harris Lesley Hines Laura Swanborough Teresa Sargent Robert Evans	 (Appointed 17 August 2022)
Secretary	Samantha Tysoe	
Charity number	1086774	
Company number	04075624	
Registered office	Phoenix House 343 Bedworth Road Longford Coventry CV6 6BN	
Auditor	Sumer Auditco Limited The Beehive Beehive Ring Road London Gatwick Airport Gatwick United Kingdom RH6 0PA	

TAKE A BREAK WARWICKSHIRE LIMITED

CONTENTS

	Page
Chairman's statement	1
Trustees' report	2 - 7
Statement of trustees' responsibilities	8
Independent auditor's report	9 - 11
Statement of financial activities	12
Balance sheet	13
Statement of cash flows	14
Notes to the financial statements	15 - 23

TAKE A BREAK WARWICKSHIRE LIMITED

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2023

I am delighted to once again have the opportunity to present my report as Chair of Take-a-Break giving me the chance to reflect on the significant progress we have made in 2022/23 and to highlight some of the key achievements the organisation has delivered in 2022/23.

As always this has been a challenging year for the Organisation particularly given the very real issues the cost of living crisis following hard on the heels of the Pandemic has posed for Customers our Funders and ourselves. But building on the skills we developed during the pandemic and the robust processes and procedures we implemented during that difficult time the Organisation has gone from strength to strength. As can be seen later in the report services delivered increased by over 6%. We delivered high quality services to over 243 very happy customers whilst at the same time keeping a tight rein on our costs and expenditure. This meant that for the second year running we were able to deliver a small surplus and increase our reserves at the same time as delivering more and better services! This is thanks to the hard work, commitment and dedication of the entire staff team at TAB and I would like to take this opportunity on behalf of the Board and our customers to say Thank you and well done!

For me the undoubted highlight of the Year-was the occasion of our first Staff reward and Recognition Celebration which took place in October 22. TAB would be nothing without the staff who work in the Organisation. I believe that we have some truly outstanding, talented and dedicated staff delivering a fabulous range of services which have a direct truly beneficial impact on the lives of our Customers and those of their families and carers. I believe that as an organisation we are exceptionally lucky to have so many dedicated staff doing extraordinary things to make people's lives better, so our first awards ceremony was an opportunity to recognise and celebrate the outstanding achievements of our staff. The evening was a tremendous success with over 40 staff attending and being recognised for their long Service and for their outstanding achievements. It was truly humbling to meet so many Staff, to hear of their successes and to witness their enthusiasm, commitment and to hear in their own words about the outstanding work they were doing. I take this opportunity again to thank each and every one of you.

Another particular highlight for me was the development of the overnight short breaks at Whitemoor lakes. Developed in response to the demands of Customers and funders a tremendous amount of planning went into the events to ensure it was a memorable experience for our Customers-which it most evidently was. We will continue to build on this success in the coming year by offering more experiences like this. The final highlight for me was the work we commenced with our Adult Customer Representative Group. This Group supported by one of our trustees Bob Evans has been attending TAB Board meetings and sharing with us their feedback and experience. Helping us to make better decisions on behalf of our customers. Moving forward it is really important for us as a Board to not only work on behalf of our Customers but to Work with them in developing our Services and our Organisation. We need to ensure that in the future our Customers are fully involved in a meaningful way in our Board meetings helping us to shape future services.
The work with the Adult Customer Group is just the start of a process which will see people with lived experience being an integral part of the Board. Because of our stable financial position, we will in the coming year be able to invest in our services and our Staff. We will look to deliver more services and reach more customers and build on our work with our Customer Representative Group and We will continue to deliver the high quality services we have become known for.

Finally, I must just say a big thank you to our former Chair Dick Harris. Dick after 27 Years as a Trustee/chair and the main person responsible for starting TAB has decided to step down as a Trustee with effect from the AGM in DEC 23. Dick a very big thank you for your years of service-we couldn't have done it without you!

.....

Teresa Sargent
Chairman

Date: 11/12/23

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulation 2013 is not required.

Objectives and activities

The company's charitable objectives are:

The provision of respite care for children and adults who are either disabled or life threatened.

Take A Break offers a wide variety of activities and support for children and young people with a disability or life-threatening illness from birth to 18 years of age.

We also provide support for adults with a learning disability up to age 65.

We aim to provide a wide range of activities based on life skills to our customers, all within a safe, friendly and relaxed environment.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

Achievements and performance

Significant activities and achievements against objectives

The year in Review

As we look back at our performance over the last year, it was a period of uncertainty organisationally, and we were acutely aware that alongside the ongoing challenges of caring for someone with a disability, many of our families and staff were dealing with the cost of living crisis. With rising costs, our vulnerable families and staff relied on us and needed our support more than ever. However, the one thing that has remained constant is the resilience and determination of our staff team and the strength of our management team. This allowed us to continue to provide the high-quality care and support that children and adults with complex disabilities need. The achievements in this report are theirs, and I thank them for their dedication, drive, and continued hard work. I thank our chair and Board of Trustees for their continued support. Samantha Tysoe - Director

Measuring our achievements and performance

During 2022-23, we reached 136 children, 107 adults, and 243 parents and carers. We remain committed to achieving better outcomes and positive futures for our children and adults. We have continued to explore gaps in service provision and develop new service models. Our work is life-changing for many of our customers and their families, and we are a vital lifeline for families, helping to keep families together and preventing them from entering the formal care system.

Service Figures and Statistics

Date Annual Hours No. of customers

31/03/2023 70,994 (customers 243)

31/03/2022 66,861 (customers 255)

31/03/2021 44,328 (customers 146)

Spring Highlight

Our Solihull MAC TABS group completed a fundraising activity at Coleshill Carnival, to support with raising funds to access specialist equipment and towards planning their own off site activities.

Summer Highlight

Across all our services we celebrated the Queen's Platinum Jubilee. Our Adult Service held an afternoon tea party and our children took part in parties, making their own jubilee decorations and food.

Autumn Highlight

We held our first staff reward and recognition evening. This event was an opportunity for staff and customers to nominate colleagues for an award and to share real examples of when staff went above and beyond and to highlight good practice.

Winter Highlight

We delivered our first Overnight Short break at Whitemoor Lakes, Staffordshire. We took six children from Warwickshire and Solihull, to take part in an action packed Christmas themed weekend. All had an amazing time, and our parents and carers had a well-earned break.

Future Developments

Our 2023/24 strategy results from co-production and quality assurance activities completed at the end of summer 2022 delivery. Developing our shared understanding of the experience of our customers and their families allows us to focus on modelling services to meet our current customer's needs and the broader local market needs. We will focus our resources on specific priorities where we can maximise our impact as a local grass root provider. We have chosen five focus areas to meet our key objectives and improve our customers' lives and health, well-being, parents and carers, and staff.

1. Plan sustainable growth, identify key new business opportunities, and develop opportunities for collaborative partnership working:

   Increase and maximise our site-based delivery opportunities in each service area. Improve new referral growth by 10% and increase our capacity to respond to the local marketplace. Introduce Overnight Short Break service into Adult plan 2023/24. Map transitional packages and develop adult services within South Warwickshire and Solihull. Reshape of Adult service to meet retendering April 2023. Increase charitable activities with targeted area activities and organisational events access to family-funded opportunities in 2023/2024.

2. Prioritise the development of our Workforce, ensuring our staff has the right skills, values and diversity, and experience to meet the evolving needs of our customers:

   Maintain pay above national minimum wage rates. Issue new staff contracts by April 2024. Support our RP leaders and offer fixed RP roles from April 2023, providing carer progression and continuous development opportunities. Improve staff retention rates and build on staff reward and recognition events. Increase staffing by 10% and offer increased volunteer/placement/apprenticeship opportunities. Set staff classroom training dates for 2023/2024 and update our eLearning program.

3. Develop our Risk Management, focusing on activity planning to improve outcomes for our customers and their families and deliver the highest quality services:

   Complete on-site and community-based risk management review and external audit with Hettle Andrews-health & safety /risk consultants. Promote improvements in customers' health and well-being, develop independence, and reduce health inequalities by reviewing the range of support offered and managing key risk areas, including positive behaviours, medication, and health risks.

4. The continuation of our organisational wide digital transformation:

   Continue embracing electronic care planning tools, using CarePlanner, Zoom, and eLearning Give our staff direct access to the CarePlanner platform to provide greater control over their support. Develop a new TAB website with interactive calendar and booking services.

5. Develop TAB Board

   Recruit new trustees and specifically target customers and carers with lived experiences to take the lead role as a customer and carer representative to make a meaningful contribution and build stronger links and relationships with our customers and their carers. To increase and develop the existing trustee's roles and responsibilities and support with specific activities in finance, social media, parent and carer consultation, and to develop and increase donations and fundraising opportunities.

Our Children's Service

We encourage children and young people to be ambitious about what they want to do and work together to achieve their personalised outcomes. Our approach is about being inclusive, flexible, and, above all, fun. Children and young people have the opportunity to relax, enjoy on-site activities and trips out, access overnight short breaks, and learn new life skills while they are with us. Alongside this, children and young people connect with their local community and participate in new opportunities and experiences, making lasting friendships.

Overnight Short Breaks Whitemoor Lakes

The staff team worked hard to ensure the weekend was memorable for all customers who attended, and the team worked hard to adapt the planned activities to meet individual customers' person-centered support needs. We have seen many unexpected outcomes, including increased confidence and independence, the establishment of new friendships that have continued beyond the weekend, and positive developments in the relationships, understanding, and trust between some of the customers and staff. Since attending the weekend, we have seen a reduction in behaviours that can be challenging. Service Manager - Debbie Allsop.

Adult Service Highlights

- Staff Refresher Training 23 May 2022
  Our staff team joined together from all areas to share practice and to complete updated training in preparation for service delivery 22/23
- TABLO Customer Awards Evening 5 February 2023
  Celebration of our customer's individual achievements, highlighting their aims, aspirations, and progress within their service
- Customer Rep Group 15 March 2023
  Customer Rep Group We launched our Adult Customer Representative Group, which has been attending TAB Board meetings and sharing feedback and experiences.

Financial review

2022/2023 has been another successful year with the organisation continuing to build on last year's recovery and growth, and maintaining a strong financial year end position. Net income for the year increased 117% compared to 2021/2022 and increases the unrestricted reserve fund balance to £658,974 at 31st March 2023. Total income of £1,254,764 was an increase of 6.85% compared to £1,174,323 in 2021/2022 and total expenditure of £1,087,342 was a decrease of 0.90% compared to £1,097,173 in the previous year. Customer numbers decreased by 5% from 255 to 243, however charitable trading income increased by 13.87% attributed to an increase of 4,133 service hours delivered and increases in the hourly rate charged. With insignificant overall changes to expenditure, the increased net income takes our reserve balance within reach of the 6 months running costs policy.

We enter 2023/2024 in a stable financial position and we look to review how we can reinvest in our ongoing activities and maintain a 10% growth target for service hours delivered in response to the ever-increasing demand for our services.

Going concern

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Reserves policy

The Board of Directors has examined Charity's requirements for reserves in light of the main risks to the organisation, needing reserves to meet reduced income or inability to meet full cost recovery. Take-A-Break has established a policy, which states that the charity should work towards a reserve of six months of unrestricted expenditure. We continue to work towards meeting this level of reserve funding.

Major risks

Risk Factors

The risk register is reviewed annually. External risks include a major reliance on statutory funding which is invoices in arrears. The reserves policy is a key element in the management of financial risk.

Structure, governance and management

Constitution

The organisation is a charitable company No.4075624 limited by guarantee, incorporated on 21 September 2000 and registered as a charity on 25 May 2001.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company dissolving members are required to contribute an amount not exceeding £10.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Vanessa Gaskin
Richard Harris
Lesley Hines
Laura Swanborough
Teresa Sargent
Robert Evans (Appointed 17 August 2022)

Recruitment and appointment of trustees

Recruitment and Appointment of Trustees

The Trustees are Directors for the purpose of company law and charity trustees for the purpose of charity law and under company's articles are known as Board members. Under the requirements of the Memorandum and Articles of Association the members of the Board of Directors are elected at the Annual General Meeting to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

Organisational structure

Organisational Structure

Take-a-Break is run by a Board of up to ten unpaid trustee directors who meet four times a year. The board delegates the operation of the charity to one salaried full time Director and one salaried full time Finance Director, who are responsible for the supervision and development of Manager, Site Leaders and Support staff.

Workforce highlights

We have continued investing in our colleagues and want to be the employer of choice locally. We have introduced some new initiatives, including our first staff reward and recognition evening and a staff thank you Christmas £50.00 gift voucher. We were awarded our level 1 Disability Confident employer status in February 2023 and are working towards achieving level 2. At the end of the year, March 2023, we had 67 support staff and 5 fixed contract office-based staff. We awarded inflationary increases from 3% to 9.66% across our workforce to maintain above-national minimal pay rates.

Induction and training of trustees

Directors' Induction and Training

All trustees receive an individual induction with the Director of the organisation and receive an induction pack which includes the roles and responsibilities of a trustee.

Trustees attend appropriate training events which will enable them to fulfil their role.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Auditor

In accordance with the company's articles, a resolution proposing that Sumer Auditco Limited be reappointed as auditor of the company will be put at a General Meeting.

The trustees' report was approved by the Board of Trustees.

Teresa Sargent
Trustee

11 December 2023

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2023

The trustees, who are also the directors of Take A Break Warwickshire Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TAKE A BREAK WARWICKSHIRE LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF TAKE A BREAK WARWICKSHIRE LIMITED

Opinion

We have audited the financial statements of Take A Break Warwickshire Limited (the 'charitable company') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice)

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 19 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- Identifying and testing journal entries and the overall accounting records, in particular those that were significant and unusual.
- Reviewing the financial statement disclosures and determining whether accounting policies have been appropriately applied.
- Assessing the extent of compliance, or lack of, with the relevant laws and regulations.
- Testing income, in particular cut-off, for evidence of management bias.
- Confirmed that all bank balances have been reconciled to bank statements as at the year end.
- We considered whether the going concern disclosure in the financial statements gives a full and accurate description of trustees' assessment of going concern.
- We have reviewed employment matters to ensure there is no potential fraud and that the payroll charge in the financial statements agrees to payroll records.
- We have reviewed resources expended to ensure these were in line with the charity's governing document and authorised by a responsible individual.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF TAKE A BREAK WARWICKSHIRE LIMITED

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: https://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Richard Horton

Mr Richard Alan Horton FCCA (Senior Statutory Auditor)
for and on behalf of Sumer Auditco Limited

12 December 2023

Chartered Certified Accountants
Statutory Auditor

The Beehive
Beehive Ring Road
London Gatwick Airport
Gatwick
United Kingdom
RH6 0PA

Sumer Auditco Limited is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Income and endowments from:			
Donations and legacies	2	2,600	39,899
Charitable activities	3	1,252,164	1,099,647
Other income	4	-	34,777
Total income		1,254,764	1,174,323
Expenditure on:			
Raising funds	7	326,777	336,788
Charitable activities	5	760,565	760,385
Total expenditure		1,087,342	1,097,173
Net income and movement in funds		167,422	77,150
Reconciliation of funds:			
Fund balances at 1 April 2022		491,552	414,402
Fund balances at 31 March 2023		658,974	491,552

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

TAKE A BREAK WARWICKSHIRE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023		2022	
		£	£	£	£
Fixed assets					
Tangible assets	11		11,640		14,550
Current assets					
Debtors	12	115,282		228,755	
Cash at bank and in hand		616,046		309,791	
		731,328		538,546	
Creditors: amounts falling due within one year	13	83,994		61,544	
Net current assets			647,334		477,002
Total assets less current liabilities			658,974		491,552
The funds of the charitable company					
Unrestricted funds			658,974		491,552
			658,974		491,552

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 11 December 2023

Teresa Sargent
Trustee

Company registration number 04075624 (England and Wales)

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	18		306,255		(9,962)
Net cash used in investing activities			-		-
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			306,255		(9,962)
Cash and cash equivalents at beginning of year			309,791		319,753
Cash and cash equivalents at end of year			616,046		309,791

1 Accounting policies

Charity information

Take A Break Warwickshire Limited is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charitable company.

1.4 Incoming resources

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1 Accounting policies **(Continued)**

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Costs of generating funds are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in the support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management.

Cost of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	20% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1 Accounting policies **(Continued)**

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

As a registered charity, Take A Break Warwickshire is exempt from income and corporation tax to the extent that its income and gains are applicable to charity purposes only. Value added tax is not fully recoverable by the company and is therefore included in the relevant costs in the statement of financial activities.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Income from donations and legacies

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Donations and gifts	1,901	1,613
Grants receivable	699	38,286
	2,600	39,899

2 Income from donations and legacies (Continued)

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Grants receivable for core activities		
Government grants - Job Retention Scheme	-	1,194
Council grants - infection control & Covid support	-	37,092
Other	699	-
	699	38,286

3 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Unrestricted		
Charitable trading	1,252,164	1,099,647

4 Other income

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Rates reduction for earlier years	-	34,777

5 Expenditure on charitable activities

	Unrestricted 2023 £	Unrestricted 2022 £
Direct costs		
Staff costs	499,218	499,399
Equipment	14,969	9,812
Room hire	133,954	134,629
Travel	34,207	26,981
	682,348	670,821
Share of support and governance costs (see note 6)		
Support	40,343	36,797
Governance	37,874	52,767
	760,565	760,385
Analysis by fund		
Unrestricted funds	760,565	760,385

6 Support costs allocated to activities

	2023 £	2022 £
Staff costs	40,343	36,797
Governance costs	37,874	52,767
	78,217	89,564
Analysed between:		
Unrestricted	78,217	89,564

7 Other Charitable Expenses

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Salary costs	242,264	250,743
Rent and utilities	44,884	43,987
Insurance	6,860	6,156
Staff travel expenses	7,885	10,479
Bad debts	(4,134)	1,264
Telephone	7,117	6,856
Other expenses	18,991	13,665
Depreciation and impairment	2,910	3,638
	326,777	336,788

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Office	6	7
Sessional	69	77
	75	84

Employment costs	2023 £	2022 £
Wages and salaries	719,290	729,064
Social security costs	46,382	41,761
Other pension costs	16,153	16,114
	781,825	786,939

The number of employees whose annual remuneration was £60,000 or more were:

	2023 Number	2022 Number
£60,001 to £70,000	1	-

11 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2022	46,580
At 31 March 2023	46,580
Depreciation and impairment	
At 1 April 2022	32,030
Depreciation charged in the year	2,910
At 31 March 2023	34,940
Carrying amount	
At 31 March 2023	11,640
At 31 March 2022	14,550

12 Debtors

Amounts falling due within one year:	2023 £	2022 £
Trade debtors	17,643	138,672
Accrued income	84,109	77,881
Prepayments	13,530	12,202
	115,282	228,755

13 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	18,957	4,156
Other creditors	3,000	-
Accruals and deferred income	62,037	57,388
	83,994	61,544

14 Retirement benefit schemes

The charitable company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charitable company in an independently administered fund.

15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
General funds	491,552	1,254,764	(1,087,342)	658,974

Previous year:	At 1 April 2021 £	Incoming resources £	Resources expended £	At 31 March 2022 £
General funds	414,402	1,174,323	(1,097,173)	491,552

16 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023	2022
	£	£
Within one year	38,104	25,497
Between two and five years	125,192	6,696
	163,296	32,193

17 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

18 Cash generated from operations	2023	2022
	£	£
Surplus for the year	167,422	77,150
Adjustments for:		
Depreciation and impairment of tangible fixed assets	2,910	3,638
Movements in working capital:		
Decrease/(increase) in debtors	113,473	(88,398)
Increase/(decrease) in creditors	22,450	(2,352)
Cash generated from/(absorbed by) operations	306,255	(9,962)

19 Non-audit services provided by auditor

In common with many businesses of our size and nature we use our auditor to assist with the preparation of the financial statements.

TAKE A BREAK WARWICKSHIRE LIMITED

England & Wales - Charity number 1086774

Accounts

Charity registration number 1086774

Company registration number 04075624 (England and Wales)

TAKE A BREAK WARWICKSHIRE LIMITED

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

TAKE A BREAK WARWICKSHIRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Vanessa Gaskin Richard Harris Lesley Hines Laura Swanborough Teresa Sargent
Secretary	Samantha Tysoe
Charity number	1086774
Company number	04075624
Registered office	Phoenix House 343 Bedworth Road Longford Coventry CV6 6BN
Auditor	Jerroms Business Solutions Limited Lumaneri House Blythe Gate Blythe Valley Park Solihull West Midlands B90 8AH

TAKE A BREAK WARWICKSHIRE LIMITED

CONTENTS

	Page
Chairman's statement	1
Trustees' report	2 - 7
Statement of trustees' responsibilities	8
Independent auditor's report	9 - 11
Statement of financial activities	12
Balance sheet	13
Statement of cash flows	14
Notes to the financial statements	15 - 22

TAKE A BREAK WARWICKSHIRE LIMITED

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2022

I am very pleased to present my first report as Chair of Take-a-Break.

2021-2022 has been another challenging year for Take -A- Break! We have had to deal with the ongoing pandemic and all the difficulties that brought with it and then deal with the challenges of coming out of the Pandemic and rebuilding our services as life slowly got back to a more normal way of being. I am delighted to say that Take-A-Break rose to the challenge-delivering face to face services once again and despite the financial challenges faced by all organisations as a result of the Pandemic, ended the year with a small surplus-the first time in 5 years! This is thanks to the hard work, commitment and dedication of the entire staff team at Take-a-Break, and I would like to take this opportunity on behalf of the Board and our Customers to say Thank You!

As an organisation we learnt a good deal about our own capabilities in responding to a pandemic and although we can be very pleased with our performance, we must not in any way become complacent and we will ensure that we will be ready to implement our plans once again if we need to!

However, the real story of the year was the celebration of the 25th anniversary of the creation of Take-A-Break. For a small local charity, to have managed to not only survive but thrive is a remarkable achievement and one to be extremely proud of. A large number of Staff, Trustees and indeed Customers have been with Take-A-Break since the inception of the organisation, and I want to say Congratulations and well done to everybody on a fantastic success story.

I would particularly like to pay tribute to my predecessor as Chair of the organisation - Dick Harris. It was Dick who was instrumental in getting Take-a-Break established when he was successful in securing a three-way funding package between Social Services, Health services and Scope for three years which enabled the creation of Take-a-Break. As chair he steered the organisation from those early days to the thriving organisation it is today. On behalf of the Trustees, staff and Customers I want to say a big Thank-You and well done to Dick.

Take-a-Break is a very special organisation which provides exceptional services, opportunities and pleasure to all our customers and I am delighted that we will be continuing to develop our range of services and opportunities in the coming year, by amongst other things, starting to offer overnight breaks alongside our normal range of services.

The coming year is going to be another challenging year as we seek to stabilise and improve our financial position at the same time as developing our offer to our customers, but I know that together we can build on the success of our first 25 years and carry on providing more and better services to our customers.

Happy 25th birthday Take-A-Break. Here's to the next 25!

Teresa Sargent
Chairman

Date: 12 December 2022

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their annual report and financial statements for the year ended 31 March 2022.

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulation 2013 is not required.

Objectives and activities

The company's charitable objectives are:
The provision of respite care for children and adults who are either disabled or life threatened.

Take A Break offers a wide variety of activities and support for children and young people with a disability or life-threatening illness from birth to 18 years of age.

We also provide support for adults with a learning disability up to age 65.

We aim to provide a wide range of activities based on life skills to our customers, all within a safe, friendly and relaxed environment.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

Organisational aims and objectives 2021-2022

Return to full-service offer

Complete a strategic review of the 2022/2023 service delivery model to expand customer choices, increase group-based opportunities and improve customer experience. Introducing new, targeted groups/services and extending the frequency and session lengths will support meeting customers' service hours, reallocating cancelled hours, meeting surges in demand and increasing capacity across the organisation. As part of the review, we will identify service trends, including customers at key transition points and review customer age/gender demographic against local and national patterns to ensure we address gaps in service provision to reflect the diversity of the population and to improve customer experience and satisfaction rates.
We need to develop communication opportunities across the organisation, to ensure we are actively listening to our customers, parents and carers and staff team. This will be achieved with an electronic quality audit, a series of planned engagement sessions, carer-specific activities, and free family events. This will benefit our organisational profile and be used to demonstrate and measure our impact.

New referrals & new business opportunities

Key objectives are to achieve the full delivery of our existing customers-allocated service hours, respond to package variants and accept new referrals within our existing capacity. We will implement a TAB overnight short break programme with adventure activity breaks for our children's services that reflects our customers' wants, needs, likes and interests. To further develop services it's critical to increase our workforce, expand our reach and actively respond to what continues to be a strong marketplace.

Workforce

We will continue managing the Covid-19 risks, in line with national and local guidelines and restrictions and will review our management standards linking with local mutual aid to provide support, guidance, and a link between local organisations across the health & social care sector. The staff team will continue taking part in the national reporting for Adult Day Services and weekly PCR /LF testing and health screening procedures and including the routine staff vaccination programme and booster programmes for Covid-19 and seasonal flu. The workforce will continue to wear PPE and all existing infection control measures will remain in place supported by building-based risk assessments, business continuity plans, and venue operational plans.

As part of the recovery, we will continuously review our staffing structure. To support our recruitment and staff retention we plan to review and implement a one-off staff pay increase to maintain above minimal statuary rates of pay for April 2022 and implement an annual staff reward and recognition programme to recognise and reward talent. We need to restructure our Children's service RP roles, to take into account new service opportunities and will benefit from removing the current redeployment of the service manager and risk manager and returning to strategic operation.

Electronic management system – CarePlanner
Introduction of technology with an electronic management system will help manage the reduction to the office staff team, following the redundancy process, similar providers have stated a 75 % reduction in internal processes
and saving on management time. This will benefit the organisation by streamlining and simplifying key processes and multiple systems and will positively impact our operational delivery and financial management processes and support the management of workloads.

Cash flow management
To improve our financial systems and cash flow management, we will need confirmation of agreement hours for all customers for April 2022 – March 2023 to be received in advance of the new financial year. The finance team will review the process for managing the prompt issuing of service agreements/purchase orders for new customers, changes to services for existing customers and the termination of services. This review will include delays caused by local authority confirmation of changes to funding streams including movements to direct payment, health or education funding and transition from children to adult services. We will continue to work with families to address non-payment of invoices by direct payment customers, and review frequent cancellations.

Board of Trustees
We need to continue to recruit new Trustees, and target customers with lived experiences to take the lead role as customer representatives. To increase and develop the existing trustee's roles and responsibilities and support with specific activities in finance, social media, parent and carer consultation and to develop and increase donations and fundraising opportunities.

Service Overview
Like the national picture, we continued to experience significant pressures due to the ongoing Covid-19 restrictions and faced the challenges to re-open all services as part of the national strategy and road map to recovery. In line with the changing guidance, we continued to adapt our service model and work in partnership with our vital community partners, local authorities, and commissioners to deliver a range of safe and effective services. Customer re-engagement and service take-up rates steadily increased over the year, and we reduced our virtual offer as customers returned to accessing direct 'face-to-face' and group-based support.

A highlight of the year was the delivery of our critical holiday services and the implementation of an extended summer programme, along with accepting new referrals. These pressures came at the same time as the wider health and social care sector continued to feel the ongoing strain of working and delivering services. We must recognise and thank the staff team for their continued support, commitment, and dedication to our customers, their families, and to each other as colleagues.

In June we started our 25th Birthday celebrations with a full year of events planned to mark the occasion, this was an amazing opportunity to bring everyone together that has supported the organisation over the years, since being established in 1996. I would like to take this opportunity to thank the trustees and especially all of the staff and volunteers, both past and present, for the incredible support they have given, and continue to give, to our organisation and our customers.

Achievements and performance

The year was full of uncertainty with fluctuating Covid-19 restrictions and local guidelines that shaped the service delivery. Throughout our priority has remained on supporting the health and wellbeing of our customers, their parents, carers, and our incredible staff team.

We continued to accept new referrals, established two new groups, and extended the range and length of some services to increase capacity. We successfully recruited and retained support staff and managed an active volunteer and student placement programme.

This is what we still managed to achieve and what have we delivered, working within the national and local Covid-19 restrictions, we achieved the following:

- 66,861 hours of support delivered
- 255 customers accessed services during 2021-2022
- Our adult service offered 22 different weekly groups
- The average length of our group sessions was 5 hours
- During holiday periods, support was available 7 days a week in our children's service
- We offered community-based services across 9 local community centres
- We delivered 9,192 individual support hours
- Group support was available for customers aged from 5-65 years
- We delivered 57,669 group based support hours
- We worked in partnership with 6 local authorities
- We accepted 46 new referrals during 2021-2022
- We delivered 230 children's holiday activity days

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Donations

Donations were reduced by 73% in the last financial year with total funds of £1,163 donated by four individual donors.

- £1,000 was received from Taylor Wimpy as part of a new build program in Nuneaton and Bedworth.
- £500 community grant was received from Tesco with the other two donors being members of the local community

Donations remain vital for us to be able to provide added value to our services through additional resources, activity equipment, and experiences, both across our building based support and community-based sessions

Financial review 2021-2022

The Board of Directors has examined Charity's requirements for reserves in light of the main risks to the organisation, needing reserves to meet reduced income or inability to meet full cost recovery. Take-A-Break has established a policy, which states that the charity should work towards a reserve of six months of unrestricted expenditure. We continue to work towards meeting this level of reserve funding.

To end this financial year with a £77,150 surplus is a considerable achievement for the organisation; a significant turning point following five consecutive years of financial deficit and accomplished during a year of recovery from the impact of the Covid-19 pandemic.

Our focus this year has been on rebuilding services and opportunities for children and adults across Warwickshire, Coventry, and Solihull. Having started the year with a significantly reduced number of customers following shielding, self-isolation, and disengagement from services during the Covid-19 restrictions of the previous year; we supported many customers back into our services. Customer numbers increased by 51% by the end of the financial year but fell short of pre-Covid-19 levels through our inability to progress new referrals due to staffing capacity.

Although our service model returned to pre Covid-19 structure and activity programs during the year, the management of Covid-19 continued with regular testing, wearing of PPE, and social distancing measures. The increased uncertainty of staff and customer absences still affects service delivery and financial forecasting.

Total income fell by £129,365 from the previous financial year with reductions in Warwickshire County Council infection control grants and HMRC Job retention funding accounting for £76,969. Income from charitable activities fell by 7% compared to the previous year, which is reflective of the reduction in 4,234 service hours delivered and no pay-to-plan funding. We received £34,777 from Coventry City Council for a historic business rates refund dating back to 2017/2018, also reducing current year and future Business rates liability.

A reduction in expenditure of £218,875 compensated for overall reduced income to give the year-end surplus position. The voluntary redundancy process completed last financial year was essential for the survival of the organisation and provided an opportunity to restructure and ensure the organisation remains fit for purpose, it accounts for the majority of the reduction in charitable expenses. The investment in an electronic care planning and monitoring system at the end of this year was essential to the continued management of the organisation with a significantly reduced management team, the system benefits now reach across the whole Take-A-Break staffing team, to customers and their families.

We enter the new financial year 2022/2023 in a strong position with increased customer numbers engaged in a full-service program of activities, internal processes managed through a central electronic system, and positive financial forecasts. We are excited to be focusing on the growth and development of the organisation and being able to give new opportunities and experiences to our existing customers and new referrals.

Service Figures and Statistics

Customers numbers and hours from 2021 to 2022 were as follows:

Date	Annual Hours	No. of customers
31/03/2021	44,328.00	146
31/03/2022	75,114.00	220

Risk Factors

The risk register is reviewed annually. External risks include a major reliance on statutory funding which is invoices in arrears. The reserves policy is a key element in the management of financial risk.

Structure, governance and management

Constitution
The organisation is a charitable company No.4075624 limited by guarantee, incorporated on 21 September 2000 and registered as a charity on 25 May 2001.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company dissolving members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Trustees
The Trustees are Directors for the purpose of company law and charity trustees for the purpose of charity law and under company's articles are known as Board members. Under the requirements of the Memorandum and Articles of Association the members of the Board of Directors are elected at the Annual General Meeting to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

Organisational Structure
Take-a-Break is run by a Board of up to ten unpaid trustee directors who meet four times a year. The board delegates the operation of the charity to one salaried full time Director and one salaried full time Finance Director, who are responsible for the supervision and development of Manager, Site Leaders and Support staff.

Directors' Induction and Training
All trustees receive an individual induction with the Director of the organisation and receive an induction pack which includes the roles and responsibilities of a trustee.

Trustees attend appropriate training events which will enable them to fulfil their role.

Related Parties
Take-a-Break is a wholly independent charity that is affiliated to National Council of Voluntary Organisations (NCVO).

Warwickshire County Council, Coventry City Council, Solihull Metropolitan Borough Council and NHS Arden Commissioning Support are the main sources of funding for all services.

Workforce Recruitment & Retention

During this challenging period, we have been fortunate to retain a committed, dedicated, and experienced support staff team that has continued to adapt over the course of the year. The staff team at all levels responded positively to new ways of working, often in difficult and stressful environments and circumstances.

Our staff team most importantly took on board and understood the new control measures required to keep everyone safe, and readily took on the wearing of Personal Protective Equipment and the introduction of increased infection prevention control measures. Alongside this we have delivered a successful staff vaccination and Covid-19 testing programme.

Our support workers, who are our frontline staff team have continued to provide not only valuable support to our customers and their families, but they have been creative when asked to provide a range of very different services and they expertly delivered the Alternative Support offer throughout Covid-19. Take-a-Break remains a thriving charity, with a service model that continues to operate at a grassroots level for the benefit of our customers and their families and in the local authority areas in which we work in partnership.

Recruitment has been on hold throughout this period, and we have been able to retain our support workers following the use of local and national funding. We end the year with 71 support staff, and 6 fixed contract office-based staff.

Staff Training & Welfare

Our classroom-based training programme was placed on hold with all training allocated via our existing online training partner at Care skills Academy. Care skills Academy increased its range of training modules and this allowed staff to continue to work safely with online training completed at home.

Essential and additional staff training and guidance have been made available through the Warwickshire County Council, Learning and Development team, and was further supported by the introduction of mutual aid meetings. They have played an active role in supporting the implementation of a number of new organizational training needs, to safely work during Covid19 and included:

- Staff PPE usage including donning and doffing techniques IPC
- Infection Prevention and Control measures
- Supporting staff welfare and mental health

Supporting our staff welfare has been paramount and we have worked hard to develop our use of online tools, that has allowed us to maintain regular and quality contact with our staff. Staff team meetings were moved to the Zoom platform and meetings and staff briefing and updates have been moved to electronic formats. The staff team has adapted and embraced these new ways of working and feedback from the staff team is they would like to see aspects of online learning and meetings continue, as they provide more flexibility with the diverse staff teams operating across a wide geographical area.

The trustees' report was approved by the Board of Trustees.

Teresa Sargent
Trustee
Dated: 12 December 2022

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2022

The trustees, who are also the directors of Take A Break Warwickshire Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TAKE A BREAK WARWICKSHIRE LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF TAKE A BREAK WARWICKSHIRE LIMITED

Opinion

We have audited the financial statements of Take A Break Warwickshire Limited (the 'charitable company') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice)

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- Identifying and testing journal entries and the overall accounting records, in particular those that were significant and unusual.
- Reviewing the financial statement disclosures and determining whether accounting policies have been appropriately applied.
- Reviewing and challenging the assumptions and judgements used by management in their significant accounting estimates.
- Assessing the extent of compliance, or lack of, with the relevant laws and regulations.
- Testing income, in particular cut-off, for evidence of management bias.
- Confirmed that all bank balances have been reconciled to bank statements as at the year end.
- Documenting and verifying all significant related party balances and transactions.
- We considered whether the going concern disclosure in the financial statements gives a full and accurate description of trustees' assessment of going concern.
- We have reviewed employment matters to ensure there is no potential fraud and that the payroll charge in the financial statements agrees to payroll records
- We have reviewed resources expended to ensure these were in line with the charity's governing document and authorised by a responsible individual

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: https://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF TAKE A BREAK WARWICKSHIRE LIMITED

Use of our report

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Richard Horton

Mr Richard Alan Horton FCCA (Senior Statutory Auditor)
for and on behalf of Jerroms Business Solutions Limited

12 December 2022.

Chartered Certified Accountants
Statutory Auditor

Lumaneri House
Blythe Gate
Blythe Valley Park
Solihull
West Midlands
B90 8AH

Jerroms Business Solutions Limited is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Income and endowments from:			
Donations and legacies	3	39,899	121,204
Charitable activities	4	1,099,647	1,182,484
Other income	5	34,777	-
Total income		1,174,323	1,303,688
Expenditure on:			
Other Charitable Expenses	7	336,788	558,814
Charitable activities	6	760,385	757,234
Total expenditure		1,097,173	1,316,048
Net income/(expenditure) for the year/ Net movement in funds		77,150	(12,360)
Fund balances at 1 April 2021		414,402	426,762
Fund balances at 31 March 2022		491,552	414,402

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

TAKE A BREAK WARWICKSHIRE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	11		14,550		18,188
Current assets					
Debtors	12	228,755		140,357	
Cash at bank and in hand		309,791		319,753	
		538,546		460,110	
Creditors: amounts falling due within one year	13	(61,544)		(63,896)	
Net current assets			477,002		396,214
Total assets less current liabilities			491,552		414,402
Income funds					
Unrestricted funds			491,552		414,402
			491,552		414,402

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 12 December 2022

Teresa Sargent
Trustee

Company registration number 04075624

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	**17**		(9,962)		159,894
Net cash used in investing activities			-		-
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(9,962)		159,894
Cash and cash equivalents at beginning of year			319,753		159,859
Cash and cash equivalents at end of year			309,791		319,753

1 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

2 Accounting policies

Charity information

Take A Break Warwickshire Limited is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

2.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

2.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charitable company.

2.4 Incoming resources

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

2 Accounting policies **(Continued)**

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

2.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Costs of generating funds are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in the support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management.

Cost of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

2.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	20% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

2.7 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

2.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

2 Accounting policies **(Continued)**

2.9 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

2.10 Taxation

As a registered charity, Take A Break Warwickshire is exempt from income and corporation tax to the extent that its income and gains are applicable to charity purposes only. Value added tax is not fully recoverable by the company and is therefore included in the relevant costs in the statement of financial activities.

2.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Donations and gifts	1,613	5,949
Grants receivable	38,286	115,255
	39,899	121,204
Grants receivable for core activities		
Government grants - Job Retention Scheme	1,194	38,833
Council grants - infection control & Covid support	37,092	76,422
	38,286	115,255

4 Charitable activities

	Charitable Income 2022	Charitable Income 2021
	£	**£**
Charitable trading	1,099,647	1,182,484

5 Other income

	Unrestricted funds	Total
	2022	2021
	£	£
Rates reduction for earlier years	34,777	-

6 Charitable activities

	Charitable Expenditure 2022 £	Charitable Expenditure 2021 £
Staff costs	499,399	555,754
Equipment	9,812	22,793
Room hire	134,629	100,596
Travel	26,981	6,950
	670,821	686,093
Share of support costs (see note 8)	36,797	36,802
Share of governance costs (see note 8)	52,767	34,339
	760,385	757,234

7 Other Charitable Expenses

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Salary costs	250,743	442,361
Rent and utilities	43,987	53,727
Insurance	6,156	6,076
Staff travel expenses	10,479	10,137
Bad debts	1,264	15,741
Telephone	6,856	10,214
Other expenses	13,665	16,012
Depreciation and impairment	3,638	4,546
	336,788	558,814

8 Support costs

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Staff costs	36,797	-	36,797	36,802	-	36,802
Audit fees	-	3,720	3,720	-	3,720	3,720
Legal and professional	-	46,360	46,360	-	28,003	28,003
DBS checks	-	1,745	1,745	-	958	958
Care quality commission	-	-	-	-	239	239
Subscriptions	-	882	882	-	1,359	1,359
Bank charges	-	60	60	-	60	60
	36,797	52,767	89,564	36,802	34,339	71,141
Analysed between						
Charitable activities	36,797	52,767	89,564	36,802	34,339	71,141

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Office	7	15
Sessional	77	99
	84	114

Employment costs	2022	2021
	£	£
Wages and salaries	729,064	954,393
Social security costs	41,761	57,791
Other pension costs	16,114	22,733
	786,939	1,034,917

There were no employees whose annual remuneration was £60,000 or more.

11 Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 April 2021	46,580
At 31 March 2022	46,580
Depreciation and impairment	
At 1 April 2021	28,392
Depreciation charged in the year	3,638
At 31 March 2022	32,030
Carrying amount	
At 31 March 2022	14,550
At 31 March 2021	18,188

12 Debtors

	2022	2021
Amounts falling due within one year:	£	£
Trade debtors	138,672	82,279
Accrued income	77,881	44,024
Prepayments	12,202	14,054
	228,755	140,357

13 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	4,156	14,056
Accruals and deferred income	57,388	49,840
	61,544	63,896

14 Retirement benefit schemes

The charitable company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charitable company in an independently administered fund.

15 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022	2021
	£	£
Within one year	25,497	37,639
Between two and five years	6,696	17,906
	32,193	55,545

16 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

17 Cash generated from operations	2022	2021
	£	£
Surplus/(deficit) for the year	77,150	(12,360)
Adjustments for:		
Depreciation and impairment of tangible fixed assets	3,638	4,546
Movements in working capital:		
(Increase)/decrease in debtors	(88,398)	175,530
(Decrease) in creditors	(2,352)	(7,822)
Cash (absorbed by)/generated from operations	(9,962)	159,894

18 Auditor's liability limitation agreement

The company has, by resolution, waived the need for approval of the auditors' limitation liability, which has been set at £2,000,000 within the letter of engagement dated 17 November 2022. This approval has been confirmed in the letter of representation dated 12 December 2022.

TAKE A BREAK WARWICKSHIRE LIMITED

England & Wales - Charity number 1086774

Accounts

Charity Registration No. 1086774

Company Registration No. 04075624 (England and Wales)

TAKE A BREAK WARWICKSHIRE LIMITED

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

TAKE A BREAK WARWICKSHIRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees'	Vanessa Gaskin Richard Harris Lesley Hines Laura Swanborough Teresa Sargent	(Appointed 21 December 2020)
Secretary	Samantha Tysoe	
Charity number	1086774	
Company number	04075624	
Registered office	Phoenix House 343 Bedworth Road Longford Coventry CV6 6BN	
Auditor	Jerroms Lumaneri House Blythe Gate Blythe Valley Park Solihull West Midlands B90 8AH	

TAKE A BREAK WARWICKSHIRE LIMITED

CONTENTS

	Page
Chairman's statement	1
Trustees' report	2 - 8
Statement of trustees' responsibilities	9
Independent auditor's report	10 - 12
Statement of financial activities	13
Balance sheet	14
Statement of cash flows	15
Notes to the financial statements	16 - 23

TAKE A BREAK WARWICKSHIRE LIMITED

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2021

I am delighted and honoured to be taking over as Chair of TAB-taking over the reins from Dick Harris who has been chair for 24 years from the inception of the organisation. Dick has done a tremendous job in helping to steer the organisation from its small beginnings to the wonderful organisation it is today.

Thank you Dick for all that you have done for TAB over the last 24 years-You will be a hard act to follow but I will do my very best to ensure that the organisation continues to provide the excellent high quality client focused care that TAB has become known for.

As a result of the Pandemic 2020-2021 has been an incredibly difficult year for TAB and its customers. I have been humbled to witness the care and commitment delivered to our customers and families during these difficult and unprecedented times. TAB has continued to provide services and support at a time when many other organisations did not.-providing a lifeline for our customers. The organisation quickly adapted to the challenges of the new environment providing a sound platform going forward. None of this would have been possible without the people we employ and TAB is lucky to have so many dedicated and committed staff-You all are truly " Heros" and I thank each and every one of you for your hard work and dedication during these difficult times.

Looking forward and 21-22 is the 25th Anniversary of TAB -a remarkable achievement and something the organisation should be truly proud of.

The challenges of the Pandemic are far from over and the coming year is going to another extremely challenging year for everyone. But I know that with the Team we have at TAB and building on the very sound organisational platform we now have TAB will go from strength to strength and will continue to to provide excellent services and support to our customers, families and community for another 25 years !

Teresa Sargent
Chairman
Dated: 6 December 2021

TAKE A BREAK WARWICKSHIRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The trustees' present their report and financial statements for the year ended 31 March 2021.

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulation 2013 is not required.

Objectives and activities
The company's charitable objectives are:
The provision of respite care for children and adults who are either disabled or life threatened.

Take A Break offers a wide variety of activities and support for children and young people with a disability or life-threatening illness from birth to 18 years of age.

We also provide support for adults with a learning disability up to age 65.

We aim to provide a wide range of activities based on life skills to our customers, all within a safe, friendly and relaxed environment.

The trustees' have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

Organisational aims and objectives 2020-2021

Alternative Strategic Aims were put in place, alongside the Strategic Plan 2020-2021, due to Covid-19 restrictions and business disruption.

Short Term Plan (March 2020 - October 2020)
In response to Covid-19, our objective was to deliver a range of targeted Covid-19 secure services. Develop building-based and individual essential services and offer an alternative service offer, that included a virtual support programme. Separate Alternative Service plans have been widely shared.

Medium/Long Term Plan (November 2020 – March 2021) Sustainable Services
Review and adapt our range of services to ensure they are financially sustainable for the future and review our positioning within the marketplace.

Stabilise Financial planning - Medium Term December 2020-March 2021

Long-term April 2021- March 2022.
All income streams have been affected by the operational change during a period of uncertainty-no guaranteed income.

Covid-19 contingency planning-agree service plans/models for 2021-22, Alternative service offer or focus on meeting existing/new contract specifications.

Focus on communication - communication with our customers, stakeholders, and community partners is strong, identify new ways of working with Covid-19 while making sure that we have enough capacity and resources to fulfill planned/anticipated demand.

Deliver person-centered quality services with a highly skilled team - continue to recruit and improve all aspects of service quality, including staff, training, and our quality standards.

Review our internal use of IT and technology infrastructure and support systems.

Accommodation - review use of building-based support and office base requirements.

Service Overview

Whilst 2020 had not been the year we had planned for, and Covid-19 severely disrupted and impacted our plans, leading to a number of key events being cancelled, it has also brought about long-term, positive organisational changes. It has provided us with an opportunity to embrace new ways of working and has helped to continue to build strong relationships with our customers and their families.

Despite the initial but brief period of full-service closure, TAB responded quickly and efficiently in collaboration with some of our local partners to re-open our building-based support, offering an Alternative Service schedule for our customers and their families. As Covid-19 guidelines and restrictions have shifted, we continued to adapt and play a vital role in delivering emergency support to our most vulnerable customers and their families, when many other services remained closed.

Following the unavoidable reduction in customer demand, this has led to financial uncertainty, leaving us with no option but to reduce our operational staffing team. To support with additional costs of Covid-19, we have been supported by national and local Covid-19 funded grants, allowing us to keep delivering vital support.

Our aims and outcomes have remained unchanged with wanting the best possible opportunities for our customers, and despite the Covid-19 restrictions, adaptations, and challenges, we continue to strive to meet this. At the start of November, we began the process of organisational restructuring to address the reduction in customer hours. We continue to update our internal processes and systems, including resolving some of the operational issues with local authorities, financial and administrative processes which impact our ability to plan and accurately forecast, we also completed a full-service and financial.

After 24 years on the board of trustees, Dick Harris -Chair made the decision to step down from the position at the end of the year but has remained on the board of trustees. Dick formed part of the original steering group and initial setting up of Take-a-Break and has been committed to the organisation throughout. Taking over as new Chair is Teresa Sargent, and I welcome her to this role. Teresa brings with her vast experience of the Health and Social social care sector and voluntary sector. Teresa has provided the senior management team with exceptional leadership in responding specifically to managing the financial challenge of the uncertain Covid-19 period.

Achievements and performance

We know that Covid-19 has disrupted and impacted on our customers' lives in many ways, missing the routine of education or access to services, self-isolation periods, and an increase in the mental health challenges for our customers and their families.

This is what we still managed to achieve and what have we delivered, working within the national and local Covid-19 restrictions, we prioritised the following:

- Kept our customers, their families, and our dedicated staff team safe and well
- Remained open, across both children and adult services, when many other providers closed and opted to furlough all staff
- Direct 'face to face' support for the local authority prioritised most vulnerable customers Direct support for our customer and families in crisis, specifically for children and young people when schools were forced to close
- Developed an Alternative Service Offer
- Kept day services open across 3 locations
- Redirected our staff to provide support in key areas/locations
- Introduced the use of full PPE to our staff teams
- Implemented a range of infection, prevention control measures across all our sites
- Offered a virtual program of individual activities available 7 days a week
- Implemented doorstep safe and well checks, to maintain safe contact with customers and families
- Continued to accept new referrals and increased services to meet demand
- Continued to successfully recruit new staff to replace staff self-isolating or staff leaving.

Going concern
After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Fundraising 2020-2021
The total funds raised over the year equaled £5,914 with donations from twelve individual donors, including an amazing £5,000 from National Grid. This was used to create and deliver a range of children's activity packs, for our children and families to use at home during the first national lockdown when schools and services were closed. Other smaller donations have included a zumberthon, and a Christmas Card donation from the local Caravan and Camping Club.

This vital fundraising provides much-needed added value to the service, allowing us to purchase a range of new toys, equipment, and resources for our children and adults that access our building- based support.

Financial review 2020-2021

The Board of Directors has examined the charity's requirements for reserves in the light of the main risks to the organisation. Reserves are needed to meet reduced income or inability to meet full cost recovery. Take-a-Break has established a policy which states that the charity should work towards a reserve of six months unrestricted expenditure.

We have continued to provide services throughout the three national lockdowns and all of the Covid-19 restrictions, and the organisation remains financially viable.
During the first half of the financial year, payment of planned service hours by Warwickshire County Council, Coventry City Council, Solihull Metropolitan Council, and direct payment families, gave us the financial stability to focus on service delivery and retain the workforce. Returning to usual practice for the second half of the financial year; with income generated from actual hours delivered or those cancelled within 48 hours, led to great financial uncertainty as many customers disengaged from the service whilst shielding or following general government advice. Customers and staff having to self-isolate also reduced income and gave additional uncertainty to financial forecasting.

The cost of providing services increased during the Covid-19 restrictions with social distancing and infection control measures which significantly affected the organisation from September onwards when service hours were lower and volatile. Infection Control grant funding and additional Supplier Relief funding from Warwickshire County Council were marked support with these increased variable costs. Although the accounts only show a 6% overall reduction in income from the previous financial year, the positive impact of the payment of planned hours from April – September (approx. 39% of income) and Infection control grants/ HMRC support (approx. 9% of income), should not be underestimated. The accounts show a reduction in expenditure of 13% from the previous financial year yet it is important to note that the average expenditure per hour of actual service delivered increased by 74%.

With the payment of planned service hours, support staff could receive average earnings and we were able to retain the support staff workforce. Returning to usual practice with reduced availability of working hours, resulted in staff leaving our employment or reducing their availability further affecting the continued reduction in our workforce through shielding, self- isolation, and withdrawal due to the following of general government advice. We did utilise the HMRC Job Retention Scheme for a limited group of staff and received the Statutory Sick Payment rebate.

We ended the financial year with a 56% reduction in active customers and a 54% reduction in the number of forecasted annual service hours. In direct response to these financial indicators, we have significantly reduced fixed costs through voluntary redundancies from management and administration. A revised service model focusing on fewer group site-based sessions has enabled us to continue to provide services with a reduced workforce, manage ongoing infection control measures and lower some of the variable costs.

We enter the new financial year with a continued uncertainty due to Covid-19 but having made necessary changes to the organisation structure and service model, we are able to continue delivering high-quality services to our existing customers and respond to the increasing number of new referrals we are now starting to experience.

Service Figures and Statistics

Customers numbers and hours at key points during April 2020-March 2021

Date	Annual Hours	No. of customers
01/04/2020	96,069.00	336
01/09/2020	82,269.00	277
16/11/2020	59,886.00	180
28/01/2020	29,133.00	126
31/03/2021	44,328.00	146

Future Developments 2021-2022

- 2021-2022 marks the start of a very special year for Take-a-Break, as we look forward to celebrating 25 years since the initial launch of a short break service. In this time we have expanded significantly and during the year we will not just reflect on the past, and highlight the amazing work carried out by Take-a-Break, but more importantly we will continue building on what has already been achieved continue planning for the future. We are looking forward to sharing stories from some of our trustees, customers, families and staff members who have been involved for the full 25 years and are looking forward to holding local celebrations across all our services.

- We are continuing to develop new and more efficient ways of working, as we support our customers with learning to live with life under lockdown restrictions and changing guidelines.

- The organisational focus remains on meeting the immediate service needs of our customers and their families, accepting new referrals whenever possible with the continued capacity restrictions and staffing restrictions because of Covid-19.

- Retaining and growing our highly experienced and qualified workforce is a priority for 20212022 as we look towards the national and local 'Road Map to Recovery' and work towards full-service re-opening in April.

- Keeping our customers, their families, and staff team safe and implementing a Covid-19 testing programme alongside current IPC.

Risk Factors
The risk register is reviewed annually. External risks include a major reliance on statutory funding which is invoices in arrears. The reserves policy is a key element in the management of financial risk.

Senior Management
To address financial pressures following the Covid-19 service closures, the decision was taken to use the national furlough scheme to make immediate cost savings. A review of the staff skillset identified how we could continue to meet all key functions, and a decision was made to furlough, the administration, and care co-ordinator staff tiers.

This provided time to review the financial impact and complete the restructuring and redundancy planning, This was sadly followed by a redundancy program in January -March 2021, to reduce costs and has reduced the staff office management from twenty-two staff to seven.

The use of the Job retention scheme and office staff redundancies has ensured we continue to be a sustainable business. The organisational staff restructures, have not directly impacted the staff team delivering the day-to-day service. All key tasks were re-allocated across the remaining staff, who have previously worked in other posts within the organisation and carry the necessary qualifications, customer and area-specific knowledge and understanding, and previous experience to complete all required tasks.

Structure, governance and management

Constitution
The organisation is a charitable company No.4075624 limited by guarantee, incorporated on 21 September 2000 and registered as a charity on 25 May 2001.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company dissolving members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Trustees
The Trustees are Directors for the purpose of company law and charity trustees for the purpose of charity law and under company's articles are known as Board members. Under the requirements of the Memorandum and Articles of Association the members of the Board of Directors are elected at the Annual General Meeting to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

Organisational Structure
Take-a-Break is run by a Board of up to ten unpaid trustee directors who meet four times a year. The board delegates the operation of the charity to one salaried full time Director and one salaried full time Finance Director, who are responsible for the supervision and development of Care Co-ordinators, Site Leaders and Support staff. This organisation employs 114 staff in total.

Directors' Induction and Training
All trustees receive an individual induction with the Director of the organisation and receive an induction pack which includes the roles and responsibilities of a trustee.

Trustees attend appropriate training events which will enable them to fulfil their role.

Related Parties
Take-a-Break is a wholly independent charity that is affiliated to National Council of Voluntary Organisations (NCVO).

Warwickshire County Council, Coventry City Council, Solihull Metropolitan Borough Council and NHS Arden Commissioning Support are the main sources of funding for all services.

Workforce Recruitment & Retention

During this challenging period, we have been fortunate to retain a committed, dedicated, and experienced support staff team that has continued to adapt over the course of the year. The staff team at all levels responded positively to new ways of working, often in difficult and stressful environments and circumstances.

Our staff team most importantly took on board and understood the new control measures required to keep everyone safe, and readily took on the wearing of Personal Protective Equipment and the introduction of increased infection prevention control measures. Alongside this we have delivered a successful staff vaccination and Covid-19 testing programme.

Our support workers, who are our frontline staff team have continued to provide not only valuable support to our customers and their families, but they have been creative when asked to provide a range of very different services and they expertly delivered the Alternative Support offer throughout Covid-19. Take-a-Break remains a thriving charity, with a service model that continues to operate at a grassroots level for the benefit of our customers and their families and in the local authority areas in which we work in partnership.

Recruitment has been on hold throughout this period, and we have been able to retain our support workers following the use of local and national funding. We end the year with 107 support staff, and 7 fixed contract office-based staff.

Staff Training & Welfare

Our classroom-based training programme was placed on hold with all training allocated via our existing online training partner at Care skills Academy. Care skills Academy increased its range of training modules and this allowed staff to continue to work safely with online training completed at home.

Essential and additional staff training and guidance have been made available through the Warwickshire County Council, Learning and Development team, and was further supported by the introduction of mutual aid meetings. They have played an active role in supporting the implementation of a number of new organizational training needs, to safely work during Covid19 and included:

- Staff PPE usage including donning and doffing techniques IPC
- Infection Prevention and Control measures
- Supporting staff welfare and mental health

Supporting our staff welfare has been paramount and we have worked hard to develop our use of online tools, that has allowed us to maintain regular and quality contact with our staff. Staff team meetings were moved to the Zoom platform and meetings and staff briefing and updates have been moved to electronic formats. The staff team has adapted and embraced these new ways of working and feedback from the staff team is they would like to see aspects of online learning and meetings continue, as they provide more flexibility with the diverse staff teams operating across a wide geographical area.

The trustees' report was approved by the Board of Trustees'.

Teresa Sargent
Trustee
Dated: 6 December 2021

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2021

The trustees', who are also the directors of Take A Break Warwickshire Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees' to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees' are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees' are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TAKE A BREAK WARWICKSHIRE LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES' OF TAKE A BREAK WARWICKSHIRE LIMITED

Opinion

We have audited the financial statements of Take A Break Warwickshire Limited (the 'charitable company') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice)

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees' with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees' are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees'

As explained more fully in the statement of trustees' responsibilities, the trustees', who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees' determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees' are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees' either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- Identifying and testing journal entries and the overall accounting records, in particular those that were significant and unusual.
- Reviewing the financial statement disclosures and determining whether accounting policies have been appropriately applied.
- Reviewing and challenging the assumptions and judgements used by management in their significant accounting estimates.
- Assessing the extent of compliance, or lack of, with the relevant laws and regulations.
- Testing key income lines, in particular cut-off, for evidence of management bias.
- Confirmed that all bank balances have been reconciled to bank statements as at the year end.
- Documenting and verifying all significant related party balances and transactions.
- We considered whether the going concern disclosure in the financial statements gives a full and accurate description of trustees' assessment of going concern.
- We have reviewed employment matters to ensure there is no potential fraud and that the payroll charge in the financial statements agrees to payroll records
- We have reviewed resources expended to ensure these were in line with the charity's governing document and authorised by a responsible individual

A further description of our responsibilities is available on the Financial Reporting Council's website at: https://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES' OF TAKE A BREAK WARWICKSHIRE LIMITED

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Richard Horton

Mr Richard Alan Horton FCCA (Senior Statutory Auditor)
for and on behalf of Jerroms

7 December 2021

Chartered Certified Accountants
Statutory Auditor

Lumaneri House
Blythe Gate
Blythe Valley Park
Solihull
West Midlands
B90 8AH

Jerroms is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Income from:			
Donations and legacies	3	121,204	6,470
Charitable activities	4	1,182,484	1,382,165
Total income		1,303,688	1,388,635
Expenditure on:			
Other Charitable Expenses	5	558,814	618,901
Charitable activities	6	757,234	885,705
Total resources expended		1,316,048	1,504,606
Net expenditure for the year/ Net movement in funds		(12,360)	(115,971)
Fund balances at 1 April 2020		426,762	542,733
Fund balances at 31 March 2021		414,402	426,762

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

TAKE A BREAK WARWICKSHIRE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	10		18,188		22,734
Current assets					
Debtors	11	140,357		315,887	
Cash at bank and in hand		319,753		159,859	
		460,110		475,746	
Creditors: amounts falling due within one year	12	(63,896)		(71,718)	
Net current assets			396,214		404,028
Total assets less current liabilities			414,402		426,762
Income funds					
Unrestricted funds			414,402		426,762
			414,402		426,762

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees' on 6 December 2021

Teresa Sargent
Trustee

Company Registration No. 04075624

TAKE A BREAK WARWICKSHIRE LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	16		159,894		(115,381)
Investing activities					
Purchase of tangible fixed assets		-		(9,187)	
Net cash used in investing activities			-		(9,187)
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			159,894		(124,568)
Cash and cash equivalents at beginning of year			159,859		284,427
Cash and cash equivalents at end of year			319,753		159,859

1 Accounting policies

Charity information

Take A Break Warwickshire Limited is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees' have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees' in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charitable company.

1.4 Incoming resources

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1 Accounting policies **(Continued)**

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Costs of generating funds are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in the support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management.

Cost of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	20% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1 Accounting policies **(Continued)**

1.9 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

As a registered charity, Take A Break Warwickshire is exempt from income and corporation tax to the extent that its income and gains are applicable to charity purposes only. Value added tax is not fully recoverable by the company and is therefore included in the relevant costs in the statement of financial activities.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees' are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Donations and gifts	5,949	6,470
Grants receivable	115,255	-
	121,204	6,470

4 Charitable activities

	Charitable Income 2021	**Charitable Income 2020**
	£	**£**
Charitable trading	1,182,484	1,382,165

5 Other Charitable Expenses

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Salary costs	442,361	502,048
Rent and utilities	53,727	52,485
Insurance	6,076	6,565
Staff travel expenses	10,137	16,492
Bad debts	15,741	7,506
Telephone	10,214	11,542
Other expenses	16,012	18,494
Depreciation and impairment	4,546	3,769
	558,814	618,901

6 Charitable activities

	Charitable Expenditure 2021 £	Charitable Expenditure 2020 £
Staff costs	555,754	630,340
Equipment	22,793	13,405
Room hire	100,596	110,681
Travel	6,950	57,331
	686,093	811,757
Share of support costs (see note 7)	36,802	36,658
Share of governance costs	34,339	37,290
	757,234	885,705

7 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Staff costs	36,802	-	36,802	36,658	-	36,658
Audit fees	-	3,720	3,720	-	2,950	2,950
Legal and professional	-	28,003	28,003	-	25,139	25,139
DBS checks	-	958	958	-	3,549	3,549
Care quality commission	-	239	239	-	239	239
Subscriptions	-	1,359	1,359	-	1,076	1,076
Bank charges	-	60	60	-	30	30
Staff training	-	-	-	-	4,307	4,307
	36,802	34,339	71,141	36,658	37,290	73,948
Analysed between						
Charitable activities	36,802	34,339	71,141	36,658	37,290	73,948

8 Trustees'

None of the trustees' (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Office	15	17
Sessional	99	98
	114	115

Employment costs	2021 £	2020 £
Wages and salaries	954,393	1,077,454
Social security costs	57,791	65,693
Other pension costs	22,733	25,899
	1,034,917	1,169,046

There were no employees whose annual remuneration was £60,000 or more.

10 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2020	46,580
At 31 March 2021	46,580
Depreciation and impairment	
At 1 April 2020	23,846
Depreciation charged in the year	4,546
At 31 March 2021	28,392
Carrying amount	
At 31 March 2021	18,188
At 31 March 2020	22,734

11 Debtors

Amounts falling due within one year:	2021 £	2020 £
Trade debtors	82,279	228,535
Accrued income	44,024	73,360
Prepayments	14,054	13,992
	140,357	315,887

12 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	14,056	2,937
Accruals and deferred income	49,840	68,781
	63,896	71,718

13 Retirement benefit schemes

The charitable company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charitable company in an independently administered fund.

14 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021	2020
	£	£
Within one year	37,639	39,301
Between two and five years	17,906	50,877
	55,545	90,178

15 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

16 Cash generated from operations	2021	2020
	£	£
Deficit for the year	(12,360)	(115,971)
Adjustments for:		
Depreciation and impairment of tangible fixed assets	4,546	3,769
Movements in working capital:		
Decrease/(increase) in debtors	175,530	(7,481)
(Decrease)/increase in creditors	(7,822)	4,302
Cash generated from/(absorbed by) operations	159,894	(115,381)

17 Covid-19

The Trustees have considered the effect of the Covid-19 pandemic which have severely restricted the Charity's activities throughout the year. However the charity continues to operate and has good cash reserves to support the charity's operations during the ongoing limitations.

18 Auditor's liability limitation agreement

The company has, by resolution, waived the need for approval of the auditors' limitation liability, which has been set at £2,000,000 within the letter of engagement dated 17 December 2020. This approval has been confirmed in the letter of representation dated 23 November 2021.